



**THOMAS L. GARTHWAITE, M.D.**  
Director and Chief Medical Officer

**FRED LEAF**  
Chief Operating Officer

COUNTY OF LOS ANGELES  
DEPARTMENT OF HEALTH SERVICES  
313 N. Figueroa, Los Angeles, CA 90012  
(213) 240-8101

**BOARD OF SUPERVISORS**

**Gloria Molina**  
First District

**Yvonne Brathwaite Burke**  
Second District

**Zev Yaroslavsky**  
Third District

**Don Knabe**  
Fourth District

**Michael D. Antonovich**  
Fifth District

June 3, 2004

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, California 90012

Dear Supervisors:

**APPROVAL OF A FORTHCOMING ACCEPTANCE OF  
ALLOCATION AGREEMENT FROM THE CALIFORNIA  
DEPARTMENT OF HEALTH SERVICES AND APPROVAL OF 18  
TOBACCO CONTROL AND PREVENTION PROGRAM AMENDMENTS  
(All Districts) (3 Votes)**

IT IS RECOMMENDED THAT YOUR BOARD:

1. Approve and instruct the Director of Health Services, or his designee, to accept a forthcoming Acceptance of Allocation Agreement (AOAA) from the California Department of Health Services (CDHS) in the total amount of \$11,256,840 for Fiscal Year (FY) 2004-05, FY 2005-06, and FY 2006-07 to support the Department of Health Services' tobacco control and prevention program (Exhibit I, Letter of Allocation).
2. Authorize and delegate authority to the Director of Health Services, or his designee, to accept amendments to the AOAA's, not to exceed 25% of the base amount of \$4,064,423 for FY 2004-05; \$3,714,016 for FY 2005-06; and \$3,478,401 for FY 2006-07, respectively, subject to review and approval by County Counsel and notification to the Board offices.
3. Approve and instruct the Director of Health Services, or his designee, to sign amendments to 17 tobacco control services agreements, summarized in Attachment B and substantially similar to Exhibit II, with various community based agencies for the provision of tobacco control and prevention services, with a County maximum obligation of \$1,436,500, 100% offset with CDHS funding effective July 1, 2004 through June 30, 2005, with provisions for two (one-year) automatic renewals through FY 2006-07, contingent upon the availability and approval of CDHS funding and the Department's progress in meeting the contractual obligations for tobacco control and prevention services with the CDHS Tobacco Control section.

4. Approve and instruct the Director of Health Services, or his designee, to sign Amendment No. 1 to Agreement No. H700228 with Ron Rogers and Associates, substantially similar to Exhibit III, for tobacco control prevention media services with a County annual maximum obligation of \$200,000, effective July 1, 2004 through June 30, 2005, 100 % offset with CDHS funds, with provisions for two (one-year) automatic renewals through FY 2006-07, contingent upon the availability and approval of CDHS funding.

PURPOSE/JUSTIFICATION OF THE RECOMMENDED ACTIONS:

In approving these actions, the Board is authorizing the acceptance of grant funds from the CDHS and delegating authority to the Director of Health Services, or his designee, to sign amendments to 18 existing agreements to support the continued provision of tobacco control and prevention services to decrease exposure to environmental tobacco smoke, counter pro-tobacco influences, and support media advocacy.

FISCAL IMPACT/FINANCING:

The total program cost for FY 2004-05 is \$4,064,423, which is 100% funded by CDHS funds.

The total County maximum obligation for FY 2004-05 for the 17 tobacco control and prevention services agreement amendments with various community-based organizations is in the amount of \$1,436,500, which is 100% offset by CDHS funds.

The total County maximum obligation for FY 2004-2005 for the media-based tobacco control and prevention Amendment No. 1 to Agreement No. H 700228 with Ron Rogers and Associates is in the amount of \$200,000, which is 100% offset by CDHS funds.

The remaining balance of \$2,427,923 of the FY 2004-05 allocation from the CDHS will provide for tobacco control program salaries, employee benefits and services and supplies. There are no net County costs associated with these amendments.

Funding is included in the FY 2004-05 Proposed Budget.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS:

The provisions governing the distribution of taxes or revenues for tobacco control and prevention were implemented through Assembly Bill 75 in 1989. On July 31, 1990, the Board approved a Standard Agreement with CDHS effective January 1, 1990 through December 31, 1992, and an appropriation of \$12 million for the County's Tobacco Control Program (TCP). On nine subsequent occasions, the Board approved amendments which increased the total State funding and extended the term of the Standard Agreement through June 30, 2001. Total State funding to Los Angeles County during the period January 1, 1990 through June 30, 2001 was \$91,539,236.

On May 17, 2002, DHS was informed that CDHS' allocation to the County would be reduced by \$387,194 for FYs 2002-03 and 2003-04. The revised allocation total was \$4,399,548 annually.

On June 4, 2002, the Board approved the AOAA No. TCS-01-19 from the CDHS which provided funding in the amount of \$4,786,742 to support tobacco control activities in FY 2001-02 and delegated authority to the Director of Health Services, or his designee, to accept subsequent fiscal years' funding from the CDHS in an amount not to exceed \$4,786,742 for the TCP through FY 2003-04.

On June 24, 2002, DHS received the AOAA No. TCS-01-19 from CDHS which provided funding in the amount of \$4,399,548 for FY 2002-03. On July 21, 2003, DHS received the AOAA No. TCS-01-19 from CDHS which provided funding in the amount of \$5,675,293 for FY 2003-04.

#### Agreements

On July 29, 2003, the Board approved 17 agreements with community based agencies to provide tobacco control and prevention services under service Category 1 - Decrease Exposure to Environmental Tobacco Smoke and Category 2 - Counter Pro-Tobacco Influences, with a maximum County obligation of \$1.7 million, effective July 1, 2003 through June 30, 2004. All 17 agreements were selected through a solicitation process.

On January 6, 2004 the Board approved tobacco service agreements with 11 additional community based organizations and one media agency, funded through additional CDHS monies for FY 2003-04.

On January 6, 2004, CDHS informed DHS that funding for FY 2004-05 had been reduced to \$4,064,323 due to State budget deficits. As a result, DHS is unable to renew 11 community based service agreements and has eliminated 14 positions and reduced operating costs for the Tobacco Control and Prevention Program.

The recommended agreements include Board-mandated contract language.

Under the recommended agreements, either party may terminate for convenience upon 30 calendar days advance written notice to the other party.

Attachments A, B, C, and D provide additional information.

County Counsel has approved Exhibits I, II, and III as to form.

#### CONTRACTING PROCESS:

On March 3, 2003, DHS released a Request For Concept Papers (RFCP) seeking concept papers from qualified (1) community based organizations, and (2) media/public agencies within Los Angeles County to conduct tobacco control and prevention services programs. DHS received 54 concept papers, of which 49 were in response to the community-based interventions, and five were in response to the media-based interventions. As a result of the RFCP evaluation process, 17 community based organizations were recommended for funding and approved by the Board for the period July 1, 2003 through June 30, 2004 and one media agency was approved by the Board for the period effective January 6, 2004 through June 30, 2004.

DHS advertised the RFCP on the L.A. County Online Countywide Web Site and in local newspapers.

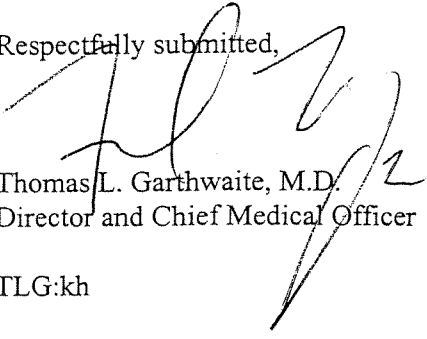
The Honorable Board of Supervisors  
June 3, 2004  
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IMPACT ON CURRENT SERVICES (OR PROJECTS):

The Board's approval to renew the 18 contract agreements will allow for tobacco control and prevention services, as well as related media services, throughout the County for FY 2004-05.

When approved, this Department requires three copies of the Board's action.

Respectfully submitted,



Thomas L. Garthwaite, M.D.  
Director and Chief Medical Officer

TLG:kh

Attachments

c: Chief Administrative Officer  
County Counsel  
Executive Officer, Board of Supervisors  
Auditor-Controller

bletd3045.kh.wpd  
5/20/04

SUMMARY OF AGREEMENTS

1. Type of Service:

Tobacco control and prevention services directed toward decreasing exposure to environmental tobacco smoke and countering pro-tobacco influences through the use of 17 community based organizations and one media/public relations agency.

2. Agency Addresses, Contact Persons, and Telephone Numbers:

See Attachment B, for individual details on 18 contractors.

3. Term:

Effective July 1, 2004 through June 30, 2005

4. Financial Information:

The total program cost for FY 2004-05 is \$4,064,423, which is 100% funded by CDHS funds.

The FY 2004-05 County maximum obligation for the 17 tobacco control and prevention services agreement amendments with various community-based organizations is in the amount of \$1,436,500, which is 100 % offset by CDHS funds.

The FY 2004-05 County maximum obligation for the media-based tobacco control and prevention Amendment No. 1 to Agreement No. H 700228 with Ron Rogers and Associates is in the amount of \$200,000, which is 100% offset by CDHS funds.

The remaining balance of \$2,427, 923 of the FY 2004-05 allocation from the CDHS supports funding for tobacco control program Salaries, Employee Benefits and a portion of Services and Supplies. There are no net County costs.

Funding is included in the FY 2004-05 Proposed Budget.

5. Geographic Area To Be Served:

Countywide.

6. Accountable for Monitoring and Evaluation:

Linda Aragon, M.P.H., Acting Director, Tobacco Control and Prevention Program.

7. Approvals:

Public Health:

John F. Schunhoff, Ph.D., Chief of Operations

Contract Administration:

Irene Riley, Director

County Counsel (approval as to form): Kelly Auerbach Hassel, Deputy County Counsel

# Attachment B

I. PROPOSED ALLOCATION OF FUNDS BY CATEGORY, AGENCY, AND SUPERVISORIAL DISTRICT									
AGENCY	Category	District 1	District 2	District 3	District 4	District 5	SPA	Area of Concentration	TOTAL FUNDING 07/01/04-06/30/05
Asian American Drug Abuse Program, Inc.	1		\$42,250		\$42,250		7 & 8	Hawthorne and Cerritos	\$84,500
Asian Youth Center	1	\$84,500					3 & 4	Los Angeles & Walnut	\$84,500
California State University Long Beach Foundation	2		\$42,250	\$42,250			5 & 6	Westwood, Malibu, Compton	\$84,500
Community Employment Project, Inc.	2	\$42,250			\$42,250		7	Downey & Whittier	\$84,500
Economic & Employment Development Center	1	\$42,250				\$42,250	3	Alhambra & El Monte	\$84,500
FAME Health Corporation	2		\$84,500				4 & 6	Los Angeles	\$84,500
Girls Club of Los Angeles	1				\$84,500		8	Marina Del Rey & City of Los Angeles	\$84,500
Healthier Solutions, Inc.	1			\$84,500			5	Santa Monica & Los Angeles	\$84,500
LA Gay & Lesbian Center	2	\$21,125		\$42,250		\$21,125	2, 3 & 4	West Hollywood & Los Angeles	\$84,500
Public Health Foundation Enterprises Mgmt. Sol	2		\$84,500				8	Lawndale & Inglewood	\$84,500
Pueblo Y Salud	1					\$84,500	1	Lancaster & Palmdale	\$84,500
Rogers & Associates	3	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000	All	All	\$200,000
Search to Involve Pilipino Americans	1			\$42,250		\$42,250	2 & 4	Glendale & Los Angeles	\$84,500
Social Model Recovery Systems, Inc.	1	\$42,250	\$42,250				4 & 6	Skid Row area of Los Angeles	\$84,500
South Bay Coalition	1				\$84,500		8	Manhattan Beach & Hermosa Beach	\$84,500
T.H.E. Clinic	1				\$84,500		2	San Fernando & North Hollywood	\$84,500

**Category 1:** Community-based tobacco control and prevention services to decrease exposure to environmental tobacco smoke.

**Category 2:** Community-based tobacco control and prevention services to counter pro-tobacco influences.

**Category 3:** Media-based tobacco control and prevention services to provide Countywide counter-marketing services to CBOs and TCP.

I. PROPOSED ALLOCATION OF FUNDS BY CATEGORY, AGENCY, AND SUPERVISORIAL DISTRICT									
AGENCY	Category	District 1	District 2	District 3	District 4	District 5	SPA	Area of Concentration	TOTAL FUNDING 07/01/04-06/30/05
Valley Community Clinic	1					\$84,500	2	Santa Clarita Valley & San Fernando Valley	\$84,500
Watts Healthcare Corporation	1	\$21,125	\$63,375				6	Compton, Watts, Lynwood & Paramount	\$84,500
TOTAL FUNDING		\$293,500	\$399,125	\$251,250	\$378,000	\$314,625			\$1,636,500

2. PROPOSED FUNDING ALLOCATION BY SERVICE PLANNING AREA

SERVICE PLANNING AREA	FUNDING
1	109,500
2	257,375
3	172,875
4	236,250
5	151,750
6	236,250
7	151,750
8	320,750
<b>TOTAL</b>	<b>1,636,500</b>

Category 1: Community-based tobacco control and prevention services to decrease exposure to environmental tobacco smoke.

Category 2: Community-based tobacco control and prevention services to counter pro-tobacco influences.

Category 3: Media-based tobacco control and prevention services to provide Countywide counter-marketing services to CBOs and TCP.

ALL AGREEMENTS	
<u>Financial Information:</u>	Period 07/01/04- 06/30/05 \$1,636,500
Maximum Total Obligation:	\$ -0-
Net County Costs:	
<u>Accountable for Program Monitoring:</u>	
Linda Aragon M.P.H., Acting Director, Tobacco Control and Prevention Program	
<u>Approvals:</u>	
Public Health:	John F. Schunhoff, Chief of Operations
Contracts and Grants Division:	Irene Riley, Acting Chief
County Counsel (approval as to form):	Christina Salseda, Deputy County Counsel

**Tobacco Control & Prevention Program  
Operating Plan for Fiscal Year 2004 - 2005**

Attachment C

Qty	Position	Monthly Salary	Fiscal Year 2004 - 2005
1	Administrative Assistant II	4,127	49,524
2	Administrative Assistant III	4,599	110,376
3	Assistant Staff Analyst	5,479	197,244
1	Chief Epidemiologist	6,592	79,104
2	Contract Program Auditor	4,989	119,736
1	Info Systems Analyst I	4,808	57,696
1	Info Systems Analyst II	5,165	61,980
1	Departmental Personnel Tech	4,656	55,872
1	Epidemiology Analyst	4,096	49,152
1	Intermediate Typist Clerk	2,481	29,772
1	Research Analyst II	4,303	51,636
3	Research Analyst III	5,216	187,776
1	Secretary IV	3,313	39,756
1	Sr. Health Educator	4,588	55,056
1	Sr. Staff Analyst, Health	7,006	84,072
2	Sr. Typist Clerk	2,795	67,080
23*	Subtotal Salaries		1,295,832
	Employee Benefits @.356991		462,600
	Bilingual bonus		1,000
	4 Student Professional Workers	11250	45,000
	<b>TOTAL PERSONNEL</b>		<b>1,804,432</b>

**OPERATING EXPENSES**

Space Lease	216,000
General Supplies	37,000
Communications	36,000
Travel & Training	10,000
<b>TOTAL OPERATING EXPENSES</b>	<b>299,000</b>

**EQUIPMENT**

Equipment	8,326
<b>TOTAL EQUIPMENT COSTS</b>	<b>8,326</b>

**OTHER COSTS**

Special Projects	33,500
Mileage	7,000
Educational Materials	5,000
<b>TOTAL OTHER COSTS</b>	<b>45,500</b>

**CONTRACTS**

Community Contracts 17 (7/1/04-6/30/05)	84,500	1,436,500
Media Contracts 1 (1/6/04-6/30/04)		200,000
<b>TOTAL CONTRACTS</b>		<b>1,636,500</b>

**INDIRECT COSTS @15%** **270,665**

**TOTAL PROGRAM COSTS** **4,064,423**

Grant Allocation 4,064,423

\* Number of position reduced from 37 due to reduction in State grant

Los Angeles County Chief Administrative Office  
Grant Management Statement for Grants Exceeding \$100,000

Department: Health Services

Grant Project Title and Description

Tobacco Control and Prevention Services

Countywide tobacco control and prevention services focusing on environmental tobacco smoke, tobacco product accessibility, and counter pro-tobacco influences.

Funding Agency	Program (Fed. Grant #/State Bill or Code #)	Grant Acceptance Deadline
State	Acceptance of Allocation Agreement No.	

Total Amount of Grant Funding: \$4,064,323

County Match Requirements

Grant Period: FY 2004-05

Begin Date: July 1, 2004

End Date:

June 30, 2005

Number of Personnel Hired Under this Grant: 27

Full Time 23

Part Time 4

Obligations Imposed on the County When the Grant Expires

Will all personnel hired for this program be informed this is a grant funded program? Yes ☒ No ☐

Will all personnel hired for this program be placed on temporary ("N") items? Yes ☒ No ☐

Is the County obligated to continue this program after the grant expires Yes ☐ No ☒

If the County is not obligated to continue this program after the grant expires, the Department will:

a). Absorb the program cost without reducing other services Yes ☐ No ☒

b). Identify other revenue sources Yes ☒ No ☐

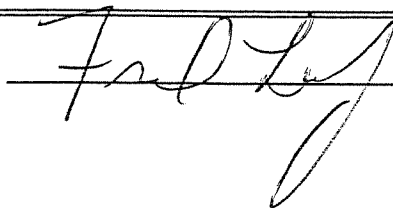
(Describe)

c). Eliminate or reduce, as appropriate, positions/program costs funded by this grant. Yes ☒ No ☐

Impact of additional personnel on existing space: Not applicable.

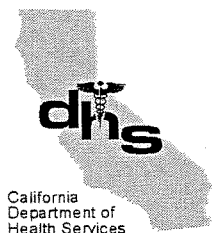
Other requirements not mentioned above Not applicable.

Department Head Signature



Date

6/5/04



SANDRA SHEWRY  
Director

State of California—Health and Human Services Agency  
Department of Health Services



ARNOLD SCHWARZENEGGER  
Governor

April 19, 2004

Linda Aragon, M.P.H.  
Department of Health Services, Public Health  
Tobacco Control and Prevention Program  
3530 Wilshire Blvd., Ste. 800  
Los Angeles, CA 90010

SUBJECT: LETTER OF INTENT TO FUND FOR THE 2004-2007 COMPREHENSIVE  
TOBACCO CONTROL PLAN

This is to advise you that the California Department of Health Services Tobacco Control Section (CDHS/TCS) intends to allocate to the Los Angeles County Tobacco Control and Prevention Program an estimated amount of \$11,256,840 for the 2004-2007 Grant Period (\$4,064,423 in FY 04/05, \$3,714,016 in FY 05/06, and \$3,478,401 in FY 06/07).

The estimated allocation is based on revenue projections that reflect an anticipated decrease in revenue due to the decline in cigarette consumption. This amount may be revised based on the Governor's Budget Highlights in January or May Review of each year.

The Local Lead Agency must submit a new Comprehensive Tobacco Control Plan for the period of July 1, 2004 through June 30, 2007 by April 28, 2004 in order to receive the assigned allocation.

CDHS/TCS will notify you regarding any subsequent changes to the allocations made by the Legislature or Courts and request plan revisions.

If you have any questions or need additional information, please call me at (916) 449-5478, or email at rhendric@dhs.ca.gov.

Sincerely,

*Roxanne Hendrickson*

Roxanne Hendrickson  
Contract Manager  
Administrative & Contract Support Unit  
Tobacco Control Section

Contract No. H-700033-1

**TOBACCO CONTROL AND PREVENTION SERVICES AGREEMENT**

Amendment No. 1

THIS AMENDMENT is made and entered into this \_\_\_\_\_ day  
of \_\_\_\_\_, 2004,

by and between COUNTY OF LOS ANGELES (hereafter  
"County"),

and ASIAN YOUTH CENTER (hereafter  
"Contractor").

WHEREAS reference is made to that certain document entitled  
"ASIAN YOUTH CENTER", dated July 29, 2003, and further identified  
as County Agreement No. H-700033, between the County and Asian  
Youth Center ("Contractor") and any Amendments thereto (all  
hereafter referred to as "Agreement "); and

WHEREAS, it is the intent of the parties hereto to amend  
Agreement to decrease the maximum County obligation and make  
other hereinafter designated changes; and

WHEREAS, said Agreement provides that changes may be made in  
the form of a written amendment which is formally approved and  
executed by the parties.

NOW, THEREFORE, the parties hereto agree as follows:

1. This Amendment shall be effective July 1, 2004.
2. Paragraph 1, TERM, shall be revised as follows:

"1. TERM: The term of this Agreement shall be effective July 1, 2003, and shall continue, unless sooner terminated or cancelled, in full force and effect, to and including June 30, 2005, with two (one) year automatic renewals through June 30, 2007, contingent upon the availability and approval of California Department of Health Services (CDHS) funding and the County's progress in meeting the contractual obligations for tobacco control and prevention services with the CDHS Tobacco Control Section.

In any event, this agreement may be cancelled or terminated at any time by either party, with or without cause, upon the giving of at least thirty (30) calendar days advance written notice to the other party. Further, County may also suspend the performance of services hereunder, in whole or in part, upon the giving of at least a thirty (30) calendar days advance written notice to Contractor. County's notice shall set forth the extent of the suspension and the requirements for full restoration of the performance obligations.

Notwithstanding any other provision of this Agreement, the failure of Contractor or its officer, employees, agents, or subcontractors, to comply with any of the terms of this Agreement or any written directions by or on behalf of County issued pursuant hereto shall constitute a material breach hereto, and this Agreement may be terminated by County immediately. County's failure to exercise this right of termination shall not constitute a waiver of such right which may be exercised at any subsequent time.

3. Paragraph 2, DESCRIPTION OF SERVICES, shall be revised as follows:

"2. DESCRIPTION OF SERVICES: Contractor shall provide tobacco control and prevention services in the manner described in Attachments I, II, III, and IV Scopes of Work, attached hereto and incorporated herein by reference.

In addition, all services provided during the term of this Agreement shall be in the manner and form described herein and in the following documents, all of which are attached hereto and incorporated herein by reference:

- (1) Exhibit A - Description of Services
- (2) Exhibit B - State of California Department of Health Services Additional

Provisions

(3) Exhibit C - Educational Materials Standards

(4) Exhibit D - Guidelines on Use of Incentives."

4. Paragraph 5, MAXIMUM OBLIGATION OF COUNTY, shall be revised as follows:

"5. MAXIMUM OBLIGATION OF COUNTY:

A. During the period July 1, 2003 through June 30, 2004, the maximum obligation of County for all services provided hereunder shall not exceed One Hundred Thousand Dollars (\$100,000). Contractor shall use such funds only to pay for services as set forth in Schedule 1, attached hereto and incorporated herein by reference, and only to the extent that such funds are reimbursable to County from the State.

B. During the period July 1, 2004 through June 30, 2005, the maximum obligation of County for all services provided hereunder shall not exceed Eighty-Four Thousand, Five Hundred Dollars (\$84,500). Contractor shall use such funds only to pay for services as set forth in Schedule 2, attached hereto and incorporated herein by reference, and only to the extent that such funds are reimbursable to County from the State.

C. During the period July 1, 2005 through June 30,

2006, the maximum obligation of County for all services provided hereunder shall not exceed Eighty-Four Thousand, Five Hundred Dollars (\$84,500). Contractor shall use such funds only to pay for services as set forth in Schedule 3, attached hereto and incorporated herein by reference, and only to the extent that such funds are reimbursable to County from the State.

D. During the period July 1, 2006 through June 30, 2007, the maximum obligation of County for all services provided hereunder shall not exceed Eighty-Four Thousand, Five Hundred Dollars (\$84,500). Contractor shall use such funds only to pay for services as set forth in Schedule 4, attached hereto and incorporated herein by reference, and only to the extent that such funds are reimbursable to County from the State.

E. In no event shall County be required to pay Contractor more than the maximum obligation of County as set forth in this Paragraph."

5. Paragraph 19, CONTRACTOR'S WARRANTY OF ADHERENCE TO COUNTY'S CHILD SUPPORT COMPLIANCE PROGRAM, shall be revised as follows:

"19. CONTRACTOR'S WARRANTY OF ADHERENCE TO COUNTY'S CHILD SUPPORT COMPLIANCE PROGRAM:

A. Contractor acknowledges that County has established a goal of ensuring that all individuals who benefit financially from County through contract are in compliance with their court-ordered child, family, and spousal support obligations in order to mitigate the economic burden otherwise imposed upon County and its taxpayers.

As required by County's Child Support Compliance Program (County Code Chapter 2.200) and without limiting Contractor's duty under this contract to comply with all applicable provision of law, Contractor warrants that it is now in compliance and shall during the term of this contract maintain in compliance with employment and wage reporting requirements as required by the Federal Social Security Act (42 USC Section 653a) and California Unemployment Insurance Code Section 1088.5, and shall Implement all lawfully served Wage and Earnings Withholding Orders or CSSD Notice of Wage and Earnings Assignment for Child, Family, or Spousal Support, pursuant to Code of Civil Procedure Section 706.031 and Family Code Section 5246(b).

B. TERMINATION FOR BREACH OF WARRANTY TO MAINTAIN COMPLIANCE WITH COUNTY'S CHILD SUPPORT COMPLIANCE PROGRAM:

Failure of Contractor to maintain compliance with the requirements set forth in Paragraph 19 "CONTRACTOR'S WARRANTY OF ADHERENCE TO COUNTY'S CHILD SUPPORT COMPLIANCE PROGRAM" shall constitute default under this contract. Without limiting the rights and remedies available to County under any other provision of this contract, failure of Contractor to cure such default within 90 calendar days of written notice shall be grounds upon which County may terminate this contract pursuant to Paragraph 29, "TERMINATION FOR CONTRACTOR'S DEFAULT" and pursue debarment of Contractor pursuant to County Code Chapter 2.202."

6. Paragraph 30, CONTRACTOR RESPONSIBILITY AND DEBARMENT, shall be revised as follows:

"30. CONTRACTOR RESPONSIBILITY AND DEBARMENT:

A. A responsible Contractor is a Contractor who has demonstrated the attribute of trustworthiness, as well as quality, fitness, capacity and experience to satisfactorily perform the contract. It is the County's policy to conduct business only with responsible contractors.

B. The Contractor is hereby notified that, in accordance with Chapter 2.202 of the County Code, if the

County acquires information concerning the performance of the Contractor on this or other contracts which indicates that the Contractor is not responsible, the County may, in addition to other remedies provided in the contract, debar the Contractor from bidding or proposing on, or being awarded, and/or performing work on County contracts for a specified period of time not to exceed 3 years, and terminate any or all existing contracts the Contractor may have with the County.

C. The County may debar a Contractor if the Board of Supervisors finds, in its discretion, that the Contractor has done any of the following: (1) violated a term of contract with the County or a nonprofit corporation created by the County, (2) committed an act or omission which negatively reflects on the Contractor's quality, fitness or capacity to perform a contract with the County, any other public entity, or a nonprofit corporation created by the County, or engaged in a pattern or practice which negatively reflects on same, (3) committed an act or offense which indicated a lack of business integrity or business honesty, or (4) made or submitted a false claim against the County or any other public entity.

D. If there is evidence that the Contract may be subject to debarment, the Department will notify the Contractor in writing of the evidence which is the basis for the proposed debarment and will advise the Contractor of the scheduled date for a debarment hearing before the Contractor Hearing Board.

E. The Contractor Hearing Board will conduct a hearing where evidence on the proposed debarment is presented. The Contractor and/or the Contractor's representative shall be given an opportunity to submit evidence at that hearing. After the hearing, the Contractor Hearing Board shall prepare a tentative proposed decision, which shall contain a recommendation regarding whether the contractor shall be debarred, and, if so, the appropriate length of time of the debarment. The Contractor and the Department shall be provided an opportunity to object to the tentative proposed decision prior to its presentation to the Board of Supervisors.

F. After consideration of any objections, or if no objections are submitted, a record of the hearing, the proposed decision and any other recommendation of the Contractor Hearing Board shall be presented to the Board of Supervisors. The Board of Supervisors shall have the right to modify, deny or adopt the proposed

decision and recommendation of the Hearing Board.

G. These terms shall also apply to [subcontractors/  
subconsultants] of County Contractors.

7. Effective July 1, 2004, Attachments II, III, and IV  
shall be added to the Agreement.

8. Effective July 1, 2004, Schedules 2, 3 and 4 shall be  
added to the Agreement.

9. Except for the changes set forth hereinabove, Agreement  
shall not be changed in any other respect by this Amendment.

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IN WITNESS WHEREOF, the Board of Supervisors of the County of Los Angeles has caused this Amendment to be subscribed by its Director of Health Services, and Contractor has caused this Amendment to be subscribed in its behalf by its duly authorized officer, the day, month, and year first above written.

COUNTY OF LOS ANGELES

By \_\_\_\_\_  
Thomas L. Garthwaite, M.D.  
Director and Chief Medical Officer

\_\_\_\_\_  
ASIAN YOUTH CENTER  
Contractor

By \_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

Title \_\_\_\_\_  
(AFFIX CORPORATE SEAL HERE)

APPROVED AS TO FORM  
BY THE OFFICE OF THE COUNTY COUNSEL

APPROVED AS TO CONTRACT  
ADMINISTRATION:

Department of Health Services

By \_\_\_\_\_  
Irene E. Riley, Director  
Contract Administration

AMENDCD.3049  
kh:5/27/04

LOS ANGELES COUNTY DEPARTMENT OF HEALTH SERVICES - TOBACCO CONTROL AND PREVENTION PROGRAM  
SCOPE OF WORK  
July 1, 2004 through June 30, 2005

AGENCY NAME: FIELD(Agency)

GOAL: Reduce the burden of disease and disability through policies that decrease secondhand smoke, create smoke-free environments, and influence social norms so as to reduce the acceptability of tobacco use.

MEASURABLE OBJECTIVES	IMPLEMENTATION	TIME LINE	EVALUATION
<b>TOBACCO OUTREACH #1</b>			
1. Conduct <u>FIELD(TOI)</u> one-on-one outreach and advocacy, including surveys, outside of agency in targeted areas. Attending TCP-mandated meetings or other meetings necessary to advocate for policy goals.	1.1 During program development period, create and submit for DHS approval, an action plan incorporating objectives and describing activities to be conducted.	Weeks 1-4	Approval letter and approved action plan will be kept on file.
<u>FIELD(comment)</u>	1.2 Identify potential locations for outreach, including housing complexes, beach and piers, and sites frequented by 18 to 24 year-olds.	Weeks 1-4 and ongoing	List will be kept on file.
	1.3 Work with DHS to minimize duplication of services with other subcontractors.	Weeks 1-4 and ongoing	
	1.4 Develop a presentation outline for outreach to be conducted away from the agency.	Weeks 1-4	
	1.4a Prior to conducting activities, submit presentation outline to DHS for review and approval.	Weeks 1-4	Approval letter and approved outline will be kept on file.
	1.5 Identify outreach and educational materials for distribution to the community.	Weeks 1-4 and ongoing	Approval letters and samples of approved materials will be kept on file.
	1.5a Prior to distribution of outreach and educational materials, submit samples to DHS for review and approval.	Weeks 1-4 and ongoing	List will be kept on file.
	1.6 Prepare list of tobacco cessation programs and hotline numbers for distribution during community outreach.	Weeks 1-4	List will be kept on file.
	1.7 Establish and maintain contact list of individuals and organizations that are potential collaborators on tobacco control issues and policies.	Weeks 5-52	
	1.8 Prepare monthly calendars, including locations, dates and times of activities.	Monthly	Monthly calendar of projected activities will be submitted to DHS by the fifth working day of each month.
	1.9 Conduct outreach and complete appropriate evaluation forms.	Weeks 5-52	Submit appropriate evaluation forms to DHS by the fifth working day of each month.

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MEASURABLE OBJECTIVES	IMPLEMENTATION	TIME LINE	EVALUATION
TOBACCO OUTREACH #2			
2. Conduct <u>FIELD(TO2)</u> one-on-one outreach and advocacy at clinics or programs within the agency. <u>FIELD(comment)</u>	<p>2.1 During program development period, develop and submit for DHS approval, an action plan incorporating objectives and describing activities to be conducted.</p> <p>2.2 Identify programs within the agency where activities will be conducted.</p> <p>2.3 Develop a presentation outline for outreach to be conducted on site.</p> <p>2.3a Prior to conducting activities, submit outline to DHS for review and approval.</p> <p>2.4 Identify outreach and educational materials for distribution to the community.</p> <p>2.4a Prior to distribution of outreach and educational materials, submit samples to DHS for review and approval.</p> <p>2.5 Prepare list of tobacco cessation programs and hotline numbers for distribution during in-house activities.</p> <p>2.6 Prepare monthly calendars including locations, dates and times of activities.</p> <p>2.7 Establish and maintain list of individuals who are responsive to tobacco program activities.</p> <p>2.8 Conduct outreach activities within agency and complete appropriate evaluation forms.</p>	<p>Weeks 1-4</p> <p>Weeks 1-4 and ongoing</p> <p>Weeks 1-4</p> <p>Weeks 1-4</p> <p>Weeks 1-4 and ongoing</p> <p>Weeks 1-4 and ongoing</p> <p>Weeks 1-4</p> <p>Monthly</p> <p>Weeks 5-52</p> <p>Weeks 5-52</p>	<p>Approval letter and approved action plan will be kept on file.</p> <p>List will kept on file.</p> <p>Approval letter and approved outline will be kept on file.</p> <p>Approval letters and samples of approved materials will be kept on file.</p> <p>List will be kept on file.</p> <p>Monthly calendar of projected activities will be submitted to DHS by the fifth working day of each month.</p> <p>List will be kept on file.</p> <p>Submit appropriate evaluation forms to DHS by the fifth working day of each month.</p>

**LOS ANGELES COUNTY DEPARTMENT OF HEALTH SERVICES - TOBACCO CONTROL AND PREVENTION PROGRAM**  
**SCOPE OF WORK**  
**July 1, 2004 through June 30, 2005**

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MEASURABLE OBJECTIVES	IMPLEMENTATION	TIME LINE	EVALUATION
<b>TOBACCO OUTREACH #3</b>			
3. Conduct <u>FIELD(TO3)</u> small events (29-75 participants) to advocate tobacco issues & available services. <u>FIELD(comment)</u>	<p>3.1 During program development period, create and submit for DHS approval, an action plan incorporating objectives and describing activities to be conducted.</p> <p>3.2 Identify agencies, organizations and individuals that are potential collaborators on tobacco control issues and policies.</p> <p>3.3 Identify or organize events for the purpose of conducting tobacco control outreach and education activities.</p> <p>3.4 Develop a presentation outline for small events.</p> <p>3.4a Prior to conducting activities, submit presentation outline to DHS for review and approval.</p> <p>3.5 As appropriate, develop flyers, bulletins, and announcements promoting events.</p> <p>3.5a Prior to distribution, submit flyers, bulletins and announcements to DHS for review and approval.</p> <p>3.6 Identify outreach and educational materials for distribution to the community.</p> <p>3.6a Prior to distribution of outreach and educational materials, submit samples to DHS for review and approval.</p> <p>3.7 Prepare list of tobacco cessation programs and hotline numbers for distribution during events.</p> <p>3.8 Prepare monthly calendars, including locations, dates and times of events.</p> <p>3.9 Conduct small events and complete appropriate evaluation forms.</p>	<p>Weeks 1-4</p> <p>Weeks 1-4 and ongoing</p> <p>Weeks 1-4 and ongoing</p> <p>Weeks 1-4</p> <p>Weeks 1-4</p> <p>Weeks 1-4 and ongoing</p> <p>Weeks 1-4 and ongoing</p> <p>Weeks 1-4</p> <p>Weeks 1 - 4</p> <p>Weeks 5-52</p>	<p>Approval letter and approved action plan will be kept on file.</p> <p>List will be kept on file.</p> <p>List will be kept on file.</p> <p>Approval letter and approved outline will be kept on file.</p> <p>Approval letters and approved flyers, bulletins and announcements will be kept on file.</p> <p>Approval letters and samples of approved outreach and educational materials will be kept on file.</p> <p>List will be kept on file.</p> <p>Monthly calendar of projected activities will be submitted to DHS by the fifth working day of each month.</p> <p>Submit appropriate evaluation forms to DHS by the fifth working day of each month.</p>

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**SCOPE OF WORK**  
**July 1, 2004 through June 30, 2005**

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MEASURABLE OBJECTIVES	IMPLEMENTATION	TIME LINE	EVALUATION
<b>TOBACCO OUTREACH #4</b>  4. Conduct <u>FIELD(TO4)</u> large events (76 or more participants) to advocate tobacco control issues & available services. The event must be planned and organized by contractor and requires at least 30 days prior written approval from your contract manager.  <u>FIELD(comment)</u>	4.1 During program development period, create and submit for DHS approval, an action plan incorporating objectives and describing activities to be conducted.	Weeks 1-4	Approval letter and approved action plan will be kept on file.
	4.2 Identify agencies, organizations and individuals that are potential collaborators on tobacco control issues and policies.	Weeks 1-4 and ongoing	List will be kept on file.
	4.3 Identify or organize events for the purpose of conducting tobacco control outreach and education activities.	Weeks 1-4 and ongoing	List will be kept on file
	4.4 Develop a presentation outline for large events.	Weeks 1-4	
	4.4a Prior to conducting activities, submit presentation outline to DHS for review and approval.	Weeks 1-4 and ongoing	Approval letter and approved outline will be kept on file.
	4.5 As appropriate, develop flyers, bulletins, and announcements promoting events.	Weeks 1-4 and ongoing	
	4.5a Prior to distribution, submit flyers, bulletins and announcements to DHS for review and approval.	Weeks 1-4 and ongoing	Approval letters and approved flyers, bulletins and announcements will be kept on file.
	4.6 Identify outreach and educational materials for distribution to the community.	Weeks 1-4 and ongoing	
	4.6a Prior to distribution of outreach and educational materials, submit samples to DHS for review approval.	Weeks 1-4 and ongoing	Approval letters and samples of approved outreach and educational materials will be kept on file.
	4.7 Prepare list of tobacco cessation programs and hotline numbers for distribution during events.	Weeks 1-4	List will be kept on file.
	4.8 Prepare monthly calendars, including locations, dates and times of events.	Monthly	Monthly calendar of projected activities will be submitted to DHS by the fifth working day of each month.
	4.9 Conduct large events and complete appropriate evaluation forms.	Weeks 5-52	Submit appropriate evaluation forms to DHS by the fifth working day of each month.

# LOS ANGELES COUNTY DEPARTMENT OF HEALTH SERVICES - TOBACCO CONTROL AND PREVENTION PROGRAM

## SCOPE OF WORK

July 1, 2004 through June 30, 2005

AGENCY NAME: FIELD(Agency)

GOAL: Reduce the burden of disease and disability through policies that decrease secondhand smoke, create smoke-free environments, and influence social norms so as to reduce the acceptability of tobacco use.

MEASURABLE OBJECTIVES	IMPLEMENTATION	TIME LINE	EVALUATION
<b>TOBACCO OUTREACH #5</b>			
5. Conduct <u>FIELD(TO5)</u> small (10-30 participants) group meeting in boys & girls clubs, community centers, housing projects, parks & recreation centers, religious organizations, or other local venues to increase mobilization in the communities and refer participants to appropriate services. Also, individual or small group contact with key decision-makers.	5.1 During program development period, create and submit for DHS approval, an action plan incorporating objectives and describing activities to be conducted.	Weeks 1-4	Approval letter and approved action plan will be kept on file.
	5.2 Develop an outline for presentations about tobacco control topics and issues.	Week 1-4	
	5.2a Prior to conducting activities, submit outline to DHS for review and approval.	Weeks 1-4	Approval letter and approved outline will be kept on file.
	5.3 Contact community-based agencies and organizations to schedule presentations on tobacco control topics and issues.	Weeks 1-4 and ongoing	List will be kept on file.
	5.4 Identify and/or develop educational materials to be used during presentations.	Weeks 1-4 and ongoing	
	5.4a Prior to distribution of educational materials, submit samples to DHS for review and approval.	Weeks 1-4 and ongoing	Approval letters and samples of approved educational materials will be kept on file.
	5.5 Prepare list of tobacco cessation programs and hotline numbers for distribution during small group meetings.	Weeks 1-4	List will be kept on file.
	5.6 Prepare monthly calendars, including locations, dates and times of presentations.	Monthly	Monthly calendar of projected activities will be submitted to DHS by the fifth working day of each month.
	5.7 Make presentations at small group meetings and complete appropriate evaluation forms.	Weeks 5-52	Submit appropriate evaluation forms to DHS by the fifth working day of each month.

FIELD(comment)

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**SCOPE OF WORK**  
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MEASURABLE OBJECTIVES	IMPLEMENTATION	TIME LINE	EVALUATION
<b>TOBACCO OUTREACH #6</b>			
6. Conduct <u>FIELD(TO6)</u> large group meetings (more than 30 participants) in religious organizations, community centers, housing projects, or other local venues to increase awareness, mobilize support for policy goals and refer participants to services.	6.1 During program development period, create and submit for DHS approval, an action plan incorporating objectives and describing activities to be conducted.	Weeks 1-4	Approval letter and approved action plan will be kept on file.
<u>FIELD(comment)</u>	6.2 Develop an outline for presentations about tobacco control topics and issues.	Weeks 1-4	
	6.2a Prior to conducting activities, submit outline to DHS for review and approval.	Weeks 1-4	Approval letter and approved outline will be kept on file.
	6.3 Contact community-based agencies and organizations to schedule presentations on tobacco control topics and issues.	Weeks 1-4 and ongoing	List will be kept on file.
	6.4 Identify and/or develop educational materials to be used during presentations.	Weeks 1-4	
	6.4a Prior to distribution of educational materials, submit samples to DHS for review and approval.	Weeks 1-4	Approval letters and samples of approved educational materials will be kept on file.
	6.5 Prepare list of tobacco cessation programs and hotline numbers for distribution during large group meetings.	Weeks 1-4	List will be kept on file.
	6.6 Prepare monthly calendars, including location sites, dates, and times of presentations.	Monthly	Monthly calendar of projected activities will be submitted to DHS by the fifth working day of each month.
	6.7 Make presentations at large group meetings and complete appropriate evaluation forms.	Weeks 5-52	Submit appropriate evaluation forms to DHS by the fifth working day of each month.

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MEASURABLE OBJECTIVES	IMPLEMENTATION	TIME LINE	EVALUATION
<b>TOBACCO PREVENTION #1</b>			
7. Conduct <u>FIELD(TP1)</u> single session group training of volunteer peer outreach workers (more than 10 participants). Minimum length of training: 3 hours. <u>FIELD(comment)</u>	<p>7.1 During program development period, create and submit for DHS approval, an action plan incorporating objectives and describing activities to be conducted.</p> <p>7.2 Develop a presentation outline, curriculum and pretest/posttest for training.</p> <p>7.2a Prior to conducting training, submit outline, curriculum and pretest/posttest to DHS for review and approval.</p> <p>7.3 Identify and recruit youth to be trained.</p> <p>7.4 Identify and/or develop educational materials to be used during training.</p> <p>7.4a Prior to training, submit samples of educational materials for to DHS for review and approval.</p> <p>7.5 Prepare list of tobacco cessation programs and hotline numbers for distribution during training.</p> <p>7.6 Prepare monthly calendars, including location sites, dates and times of training sessions.</p> <p>7.7 Conduct training sessions and complete appropriate evaluation forms.</p>	<p>Weeks 1-4</p> <p>Weeks 1-4</p> <p>Weeks 1-4</p> <p>Weeks 1-12</p> <p>Weeks 1-4</p> <p>Weeks 1-4 and ongoing</p> <p>Weeks 1-4</p> <p>Monthly</p> <p>Weeks 5-52</p>	<p>Approval letter and approved action plan will be kept on file.</p> <p>Approval letter and approved outline, curriculum and pretest/posttest will be kept on file.</p> <p>List will be kept on file.</p> <p>Approval letters and samples of approved educational materials will be kept on file.</p> <p>List will be kept on file.</p> <p>Monthly calendar of projected activities will be submitted to DHS by the fifth working day of each month.</p> <p>Submit appropriate evaluation forms to DHS by the fifth working day of each month.</p>

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MEASURABLE OBJECTIVES	IMPLEMENTATION	TIME LINE	EVALUATION
<b>TOBACCO PREVENTION #2</b>			
8. Conduct <b>FIELD(TP2)</b> small group single session training for tobacco prevention presentations (5-10 participants - 12 years or older).	8.1 During program development period, create and submit for DHS approval, an action plan incorporating objectives and describing activities to be conducted.	Weeks 1-4	Approval letter and approved action plan will be kept on file.
<b>FIELD(comment)</b>	8.2 Identify opportunities for prevention presentations to children or teens.	Weeks 1-4 and ongoing	List will be kept on file.
	8.3 Develop an outline for prevention presentations.	Weeks 1-4	
	8.3a Prior to conducting prevention presentations, submit outline to DHS for review and approval.	Weeks 1-4	Approval letter and approved outline will be kept on file.
	8.4 Identify and/or develop educational materials to be used during prevention presentations.	Weeks 1-4 and ongoing	
	8.4a Prior to distribution of educational materials, submit samples to DHS for approval.	Weeks 1-4 and ongoing	Approval letters and samples of approved educational materials will be kept on file.
	8.5 Prepare list of tobacco cessation programs and hotline telephone numbers for dissemination at presentations.	Weeks 1-4	List will be kept on file.
	8.6 Prepare a monthly calendars, including location sites, dates and times of presentations.	Monthly	Monthly calendar of projected activities will be submitted to DHS by the fifth working day of each month.
	8.7 Conduct prevention presentations and submit appropriate evaluations.	Weeks 5-52	Submit appropriate evaluation forms to DHS by the fifth working day of each month.

**AGENCY NAME:** FIELD(Agency)

MEASURABLE OBJECTIVES	IMPLEMENTATION	TIME LINE	EVALUATION
<b>HEALTH PROMOTION #1</b>			
9. Conduct <b>FIELD(HP1)</b> small group single session tobacco cessation services (5-20 participants) to smokers.	9.1 During program development period, create and submit for DHS approval, an action plan incorporating objectives and describing activities to be conducted.	Weeks 1-4	Approval letter and approved action plan will be kept on file.
<b>FIELD(comment)</b>	9.2 Identify opportunities for health promotion presentations to adults in the target group.	Weeks 1-4	List will be kept on file.
	9.3 Develop an outline for health promotion presentations to adults.	Weeks 1-4	
	9.3a Prior to conducting presentations, submit outline to DHS for review and approval.	Weeks 1-4	Approval letter and approved outline will be kept on file.
	9.4 Identify and/or develop educational materials to be used during health promotion presentations.	Weeks 1-4 and ongoing	
	9.4a Prior to distribution of educational materials, submit samples to DHS for approval.	Weeks 1-4 and ongoing	Approval letters and samples of approved educational materials will be kept on file.
	9.5 Prepare list of tobacco cessation programs and hotline telephone numbers for dissemination at presentations.	Weeks 1-4	List will be kept on file.
	9.6 Prepare monthly calendars, including location sites, dates, and times of presentations.	Monthly	Monthly calendar of projected activities will be submitted to DHS by the fifth working day of each month.
	9.7 Conduct presentations and submit appropriate evaluation forms to DHS.	Weeks 5-52	Submit appropriate evaluation forms to DHS by the fifth working day of each month.

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MEASURABLE OBJECTIVES	IMPLEMENTATION	TIME LINE	EVALUATION
<b>MERCHANT OUTREACH #1</b>			
10. Face to face outreach (initial and follow-up visits) to <u>FIELD(MOI)</u> merchants to advocate for tobacco issues, discuss current state or local regulations that pertain to the sale of tobacco to minors, the sale of single cigarettes, and tobacco advertising, and assess compliance with laws/regulations.	10.1 During program development period, create and submit for DHS approval, an action plan incorporating objectives and describing activities to be conducted.	Weeks 1-4	Approval letter and approved action plan will be kept on file.
	10.2 Identify retail sites selling tobacco products (liquor stores, gas stations, convenience stores, etc.) to target for merchant outreach.	Weeks 1-4 and ongoing	List will be kept on file.
	10.3 Develop an outline for merchant outreach to retail sites selling tobacco products.	Weeks 1-4	
<u>FIELD(comment)</u>	10.3a Prior to conducting outreach, submit outline to DHS for review and approval.	Weeks 1-4	Approval letter and approved outline will be kept on file.
	10.4 Identify and/or develop outreach and educational materials to be used for merchant outreach.	Weeks 1-4	
	10.4a Prior to distribution of outreach and educational materials, submit samples to DHS for review and approval.	Weeks 1-4	Approval letter and samples of approved materials will be kept on file.
	10.5 Prepare list of tobacco cessation programs and hotline telephone numbers for dissemination at presentations.	Weeks 1-4	List will be kept on file.
	10.6 Prepare monthly calendars, including locations, dates, and times of merchant outreach.	Monthly	Monthly calendar of projected activities will be submitted to DHS by the fifth working day of each month.
	10.7 Observe at target facility to determine if they are in compliance with STAKE ACT. Refer to Merchant Outreach and Education Protocol for guidelines and required evaluations. Observe site to determine if facility is selling single cigarettes. Refer to single cigarettes section of the protocol for guidance. Meet with manager or supervisor of the facility to discuss the provisions of the STAKE ACT and/or single cigarette laws. Distribute DHS approved brochures and fact sheets as needed. If the site has a self service tobacco display, discuss the viability of removing such a display.	Weeks 5-52	Submit appropriate evaluation forms to DHS by the fifth working day of each month.
	10.8 Make follow-up visits to determine compliance with STAKE ACT.	Weeks 5-52	Submit appropriate evaluation forms to DHS by the fifth working day of each month.

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MEASURABLE OBJECTIVES	IMPLEMENTATION	TIME LINE	EVALUATION
<b>MERCHANT HEALTH PROMOTION #1</b>			
11. Conduct <u>FIELD(MHP)</u> employee training and distribute tobacco brochures/educational materials/law to merchants, assist merchants to remove self-service displays or advertising, and/or provide employees with a list of available cessation programs and hotline numbers.	11.1 During program development period, create and submit for DHS approval, an action plan incorporating objectives and describing activities to be conducted.	Weeks 1-4	Approval letter and approved action plan will be kept on file.
	11.2 During initial merchant outreach contact, identify merchants in need of information regarding regulations that pertain to smoking and the sale of tobacco.	Weeks 1-4 and ongoing	List will be kept on file.
	11.3 Develop a presentation outline for health promotion to merchants and their employees at retail sites selling tobacco products.	Weeks 1-4	
<u>FIELD(comment)</u>	11.3a Prior to conducting merchant health promotion, submit outline to DHS for review and approval.	Weeks 1-4	Approval letter and approved outline will be kept on file.
	11.4 Identify and/or develop educational materials to be used for merchant health promotion.	Weeks 1-4	
	11.4a Prior to distribution of educational materials, submit samples to DHS for review and approval.	Weeks 1-4	Approval letter and samples of approved educational materials will be kept on file.
	11.5 Prepare list of tobacco cessation programs and hotline telephone numbers for dissemination during merchant health promotion.	Weeks 1-4	List will be kept on file.
	11.6 Prepare monthly calendars, including locations, dates, and times of merchant outreach.	Monthly	Monthly calendar of projected activities will be submitted to DHS by the fifth working day of each month.
	11.7 Visit retail sites to provide merchants and employees with information regarding cessation programs, hotline telephone numbers, and how to protect themselves from ETS.	Weeks 5-52	Submit appropriate evaluation forms to DHS by the fifth working day of each month.

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MEASURABLE OBJECTIVES	IMPLEMENTATION	TIME LINE	EVALUATION
<b>BUSINESS OUTREACH #1</b>			
12. Face to face outreach (initial and follow-up visits) to <u>FIELD(BO1)</u> business owners/managers with three (3) or more employees, to advocate for tobacco issues, discuss current state or local regulations that pertain to smoking in the workplace, and provide employees with a list of available cessation programs and hotline numbers.  <u>FIELD(comment)</u>	12.1 During program development period, create and submit for DHS approval, an action plan incorporating objectives and describing activities to be conducted.	Weeks 1-4	Approval letter and approved action plan will be kept on file.
	12.2 Identify businesses to target for outreach using DHS information and other databases.	Weeks 1-4	List will be kept on file.
	12.3 Develop a presentation outline for business outreach.	Weeks 1-4	
	12.3a Prior to conducting outreach, submit outline to DHS for review and approval.	Weeks 1-4	Approval letter and approved outline will be kept on file.
	12.4 Identify and/or develop outreach and educational materials to be used for business outreach.	Weeks 1-4	
	12.4a Prior to distribution of outreach and educational materials, submit samples to DHS for review and approval.	Weeks 1-4	Approval letter and samples of approved educational and outreach materials will be kept on file.
	12.5 Prepare list of tobacco cessation programs and hotline telephone numbers for dissemination during business outreach.	Weeks 1-4	List will be kept on file.
	12.6 Prepare monthly calendars, including locations, dates, and times of merchant outreach.	Monthly	Monthly calendar of projected activities will be submitted to DHS by the fifth working day of each month.
	12.7 Visit targeted businesses and observe facilities to determine if they are in compliance with AB13. If they are not, meet with manager or supervisor of the facility to discuss the provisions of AB13. Distribute brochures and fact sheets as needed. Refer to Small Business Outreach Protocol for guidelines and required evaluation forms.	Weeks 5-52	Submit appropriate evaluation forms to DHS by the fifth working day of each month.
	12.8 Complete follow-up visits to ensure compliance with AB13.	Weeks 5-52	Submit appropriate evaluation forms to DHS by the fifth working day of each month.

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MEASURABLE OBJECTIVES	IMPLEMENTATION	TIME LINE	EVALUATION
<b>BUSINESS HEALTH PROMOTION #1</b>			
13. Conduct FIEL/D(BHP1) employee training, distribute self-help materials and other tobacco brochures/educational materials/laws in small businesses, and/or provide employees with a list of available cessation programs and hotline numbers.	13.1 During program development period, create and submit for DHS approval, an action plan incorporating objectives and describing activities to be conducted.	Weeks 1-4	Approval letter and approved action plan will be kept on file.
	13.2 Work with DHS to identify businesses in need of information regarding smoke free workplace laws.	Weeks 1-4	List will be kept on file.
	13.3 Develop a presentation outline for business health promotion.	Weeks 1-4	
	13.3a Prior to conducting business health promotion, submit outline to DHS for review and approval.	Weeks 1-4	Approval letter and approved outline will be kept on file.
	13.4 Identify and/or develop educational materials appropriate for business health promotion.	Weeks 1-4	
	13.4a Prior to distribution of educational materials, submit to DHS for review and approval.	Weeks 1-4	Approval letter and approved educational materials will be kept on file.
	13.5 Prepare list of tobacco cessation programs and hotline telephone numbers for dissemination at businesses.	Weeks 1-4	List will be kept on file.
	13.6 Prepare monthly calendars, including locations, dates, and times of merchant outreach.	Monthly	Monthly calendar of projected activities will be submitted to DHS by the fifth working day of each month.
	13.7 Visit business sites to provide employees with information regarding the smoke free workplace law, tobacco cessation programs and hotline telephone numbers, and how to protect themselves from ETS.	Weeks 5-52	Submit appropriate evaluation forms to DHS by the fifth working day of each month.

(Agency)

**SCHEDULE II**

**July 1, 2004 through June 30, 2005**

**CATEGORY 1**

		July 1, 2004 through June 30, 2005 PROP 99 Reimbursement Amount
<b>I.</b>	<b>UNIT COST</b> (Based on 13 objectives)	\$84,500
<b>II.</b>	<b>PROGRAM DEVELOPMENT*</b>	0
<b>III.</b>	<b>TOTAL BUDGET</b>	\$84,500

\* Reimbursement is for the first month only and is based on a line item budget that is on file with DHS Tobacco Control and Prevention Program.

**July 1, 2005 through June 30, 2006**

**GOAL:** Reduce the burden of disease and disability through policies that decrease secondhand smoke, create smoke-free environments, and influence social norms so as to reduce the acceptability of tobacco use.

MEASURABLE OBJECTIVES	IMPLEMENTATION	TIME LINE	EVALUATION
<b>TOBACCO OUTREACH #1</b>			
1. Conduct FIELDD(TOI) one-on-one outreach and advocacy, including surveys, outside of agency in targeted areas. Attending TCP-mandated meetings or other meetings necessary to advocate for policy goals.	1.1 During program development period, create and submit for DHS approval, an action plan incorporating objectives and describing activities to be conducted.	Weeks 1-4	Approval letter and approved action plan will be kept on file.
	1.2 Identify potential locations for outreach, including housing complexes, beach and piers, and sites frequented by 18 to 24 year-olds.	Weeks 1-4 and ongoing	List will be kept on file.
	1.3 Work with DHS to minimize duplication of services with other subcontractors.	Weeks 1-4 and ongoing	
	1.4 Develop a presentation outline for outreach to be conducted away from the agency.	Weeks 1-4	
	1.4a Prior to conducting activities, submit presentation outline to DHS for review and approval.	Weeks 1-4	Approval letter and approved outline will be kept on file.
	1.5 Identify outreach and educational materials for distribution to the community.	Weeks 1-4 and ongoing	
	1.5a Prior to distribution of outreach and educational materials, submit samples to DHS for review and approval.	Weeks 1-4 and ongoing	Approval letters and samples of approved materials will be kept on file.
	1.6 Prepare list of tobacco cessation programs and hotline numbers for distribution during community outreach.	Weeks 1-4	List will be kept on file.
	1.7 Establish and maintain contact list of individuals and organizations that are potential collaborators on tobacco control issues and policies.	Weeks 5-52	List will be kept on file.
	1.8 Prepare monthly calendars, including locations, dates and times of activities.	Monthly	Monthly calendar of projected activities will be submitted to DHS by the fifth working day of each month.
	1.9 Conduct outreach and complete appropriate evaluation forms.	Weeks 5-52	Submit appropriate evaluation forms to DHS by the fifth working day of each month.

**LOS ANGELES COUNTY DEPARTMENT OF HEALTH SERVICES - TOBACCO CONTROL AND PREVENTION PROGRAM**  
**SCOPE OF WORK**  
**July 1, 2005 through June 30, 2006**

**AGENCY NAME:** FIELD(Agency)

**GOAL:** Reduce the burden of disease and disability through policies that decrease secondhand smoke, create smoke-free environments, and influence social norms so as to reduce the acceptability of tobacco use.

MEASURABLE OBJECTIVES	IMPLEMENTATION	TIME LINE	EVALUATION
<b>TOBACCO OUTREACH #2</b>  2. Conduct FIELD(TO2) one-on-one outreach and advocacy at clinics or programs within the agency.  <b>FIELD(comment)</b>	2.1 During program development period, develop and submit for DHS approval, an action plan incorporating objectives and describing activities to be conducted.	Weeks 1-4	Approval letter and approved action plan will be kept on file.
	2.2 Identify programs within the agency where activities will be conducted.	Weeks 1-4 and ongoing	List will kept on file.
	2.3 Develop a presentation outline for outreach to be conducted on site.	Weeks 1-4	Approval letter and approved outline will be kept on file.
	2.3a Prior to conducting activities, submit outline to DHS for review and approval.	Weeks 1-4	Approval letter and approved outline will be kept on file.
	2.4 Identify outreach and educational materials for distribution to the community.	Weeks 1-4 and ongoing	Approval letters and samples of approved materials will be kept on file.
	2.4a Prior to distribution of outreach and educational materials, submit samples to DHS for review and approval.	Weeks 1-4 and ongoing	List will be kept on file.
	2.5 Prepare list of tobacco cessation programs and hotline numbers for distribution during in-house activities.	Weekly 1-4	Monthly calendar of projected activities will be submitted to DHS by the fifth working day of each month.
	2.6 Prepare monthly calendars including locations, dates and times of activities.	Monthly	List will be kept on file.
	2.7 Establish and maintain list of individuals who are responsive to tobacco program activities.	Weeks 5-52	Submit appropriate evaluation forms to DHS by the fifth working day of each month.
	2.8 Conduct outreach activities within agency and complete appropriate evaluation forms.	Weeks 5-52	

LOS ANGELES COUNTY DEPARTMENT OF HEALTH SERVICES - TOBACCO CONTROL AND PREVENTION PROGRAM  
SCOPE OF WORK  
July 1, 2005 through June 30, 2006

AGENCY NAME: FIELD(Agency)

GOAL: Reduce the burden of disease and disability through policies that decrease secondhand smoke, create smoke-free environments, and influence social norms so as to reduce the acceptability of tobacco use.

MEASURABLE OBJECTIVES	IMPLEMENTATION	TIME LINE	EVALUATION
TOBACCO OUTREACH #3			
3. Conduct FIELD(TO3) small events (29-75 participants) to advocate tobacco issues & available services. FIELD(comment)	<p>3.1 During program development period, create and submit for DHS approval, an action plan incorporating objectives and describing activities to be conducted.</p> <p>3.2 Identify agencies, organizations and individuals that are potential collaborators on tobacco control issues and policies.</p> <p>3.3 Identify or organize events for the purpose of conducting tobacco control outreach and education activities.</p> <p>3.4 Develop a presentation outline for small events.</p> <p>3.4a Prior to conducting activities, submit presentation outline to DHS for review and approval.</p> <p>3.5 As appropriate, develop flyers, bulletins, and announcements promoting events.</p> <p>3.5a Prior to distribution, submit flyers, bulletins and announcements to DHS for review and approval.</p> <p>3.6 Identify outreach and educational materials for distribution to the community.</p> <p>3.6a Prior to distribution of outreach and educational materials, submit samples to DHS for review and approval.</p> <p>3.7 Prepare list of tobacco cessation programs and hotline numbers for distribution during events.</p> <p>3.8 Prepare monthly calendars, including locations, dates and times of events.</p> <p>3.9 Conduct small events and complete appropriate evaluation forms.</p>	<p>Weeks 1-4</p> <p>Weeks 1-4 and ongoing</p> <p>Weeks 1-4 and ongoing</p> <p>Weeks 1-4</p> <p>Weeks 1-4 and ongoing</p> <p>Weeks 1-4 and ongoing</p> <p>Weeks 1-4 and ongoing</p> <p>Weeks 1-4</p> <p>Weeks 1-4</p> <p>Weeks 1-4</p> <p>Weeks 1-4</p> <p>Weeks 5-52</p>	<p>Approval letter and approved action plan will be kept on file.</p> <p>List will be kept on file.</p> <p>List will be kept on file.</p> <p>List will be kept on file.</p> <p>Approval letter and approved outline will be kept on file.</p> <p>Approval letters and approved flyers, bulletins and announcements will be kept on file.</p> <p>Approval letters and samples of approved outreach and educational materials will be kept on file.</p> <p>List will be kept on file.</p> <p>Monthly calendar of projected activities will be submitted to DHS by the fifth working day of each month.</p> <p>Submit appropriate evaluation forms to DHS by the fifth working day of each month.</p>

**LOS ANGELES COUNTY DEPARTMENT OF HEALTH SERVICES - TOBACCO CONTROL AND PREVENTION PROGRAM**  
**SCOPE OF WORK**  
**July 1, 2005 through June 30, 2006**

**AGENCY NAME:** FIELD(Agency)

**GOAL:** Reduce the burden of disease and disability through policies that decrease secondhand smoke, create smoke-free environments, and influence social norms so as to reduce the acceptability of tobacco use.

MEASURABLE OBJECTIVES	IMPLEMENTATION	TIME LINE	EVALUATION
<b>TOBACCO OUTREACH #4</b>  4. Conduct <u>FIELD(TO4)</u> large events (76 or more participants) to advocate tobacco control issues & available services. The event must be planned and organized by contractor and requires at least 30 days prior written approval from your contract manager.  <u>FIELD(comment)</u>	4.1 During program development period, create and submit for DHS approval, an action plan incorporating objectives and describing activities to be conducted.	Weeks 1-4	Approval letter and approved action plan will be kept on file.
	4.2 Identify agencies, organizations and individuals that are potential collaborators on tobacco control issues and policies.	Weeks 1-4 and ongoing	List will be kept on file.
	4.3 Identify or organize events for the purpose of conducting tobacco control outreach and education activities.	Weeks 1-4 and ongoing	List will be kept on file
	4.4 Develop a presentation outline for large events.	Weeks 1-4	
	4.4a Prior to conducting activities, submit presentation outline to DHS for review and approval.	Weeks 1-4 and ongoing	Approval letter and approved outline will be kept on file.
	4.5 As appropriate, develop flyers, bulletins, and announcements promoting events.	Weeks 1-4 and ongoing	
	4.5a Prior to distribution, submit flyers, bulletins and announcements to DHS for review and approval.	Weeks 1-4 and ongoing	Approval letters and approved flyers, bulletins and announcements will be kept on file.
	4.6 Identify outreach and educational materials for distribution to the community.	Weeks 1-4 and ongoing	
	4.6a Prior to distribution of outreach and educational materials, submit samples to DHS for review approval.	Weeks 1-4 and ongoing	Approval letters and samples of approved outreach and educational materials will be kept on file.
	4.7 Prepare list of tobacco cessation programs and hotline numbers for distribution during events.	Weeks 1-4	List will be kept on file.
	4.8 Prepare monthly calendars, including locations, dates and times of events.	Monthly	Monthly calendar of projected activities will be submitted to DHS by the fifth working day of each month.
	4.9 Conduct large events and complete appropriate evaluation forms.	Weeks 5-52	Submit appropriate evaluation forms to DHS by the fifth working day of each month.

**LOS ANGELES COUNTY DEPARTMENT OF HEALTH SERVICES - TOBACCO CONTROL AND PREVENTION PROGRAM**  
**SCOPE OF WORK**  
**July 1, 2005 through June 30, 2006**

**AGENCY NAME:** FIELD(Agency)

**GOAL:** Reduce the burden of disease and disability through policies that decrease secondhand smoke, create smoke-free environments, and influence social norms so as to reduce the acceptability of tobacco use.

MEASURABLE OBJECTIVES	IMPLEMENTATION	TIME LINE	EVALUATION
<b>TOBACCO OUTREACH #5</b>			
5. Conduct <u>FIELD</u> (TO5) small (10-30 participants) group meeting in boys & girls clubs, community centers, housing projects, parks & recreation centers, religious organizations, or other local venues to increase mobilization in the communities and refer participants to appropriate services. Also, individual or small group contact with key decision-makers.			
	5.1 During program development period, create and submit for DHS approval, an action plan incorporating objectives and describing activities to be conducted.	Weeks 1-4	Approval letter and approved action plan will be kept on file.
	5.2 Develop an outline for presentations about tobacco control topics and issues.	Week 1-4	
	5.2a Prior to conducting activities, submit outline to DHS for review and approval.	Weeks 1-4	Approval letter and approved outline will be kept on file.
	5.3 Contact community-based agencies and organizations to schedule presentations on tobacco control topics and issues.	Weeks 1-4 and ongoing	List will be kept on file.
	5.4 Identify and/or develop educational materials to be used during presentations.	Weeks 1-4 and ongoing	
	5.4a Prior to distribution of educational materials, submit samples to DHS for review and approval.	Weeks 1-4 and ongoing	Approval letters and samples of approved educational materials will be kept on file.
	5.5 Prepare list of tobacco cessation programs and hotline numbers for distribution during small group meetings.	Weeks 1-4	List will be kept on file.
	5.6 Prepare monthly calendars, including locations, dates and times of presentations.	Monthly	Monthly calendar of projected activities will be submitted to DHS by the fifth working day of each month.
	5.7 Make presentations at small group meetings and complete appropriate evaluation forms.	Weeks 5-52	Submit appropriate evaluation forms to DHS by the fifth working day of each month.

FIELD(comment)

# LOS ANGELES COUNTY DEPARTMENT OF HEALTH SERVICES - TOBACCO CONTROL AND PREVENTION PROGRAM

## SCOPE OF WORK

July 1, 2005 through June 30, 2006

AGENCY NAME: FIELD(Agency)

GOAL: Reduce the burden of disease and disability through policies that decrease secondhand smoke, create smoke-free environments, and influence social norms so as to reduce the acceptability of tobacco use.

MEASURABLE OBJECTIVES	IMPLEMENTATION	TIME LINE	EVALUATION
<b>TOBACCO OUTREACH #6</b>			
6. Conduct <u>FIELD(TO6)</u> large group meetings (more than 30 participants) in religious organizations, community centers, housing projects, or other local venues to increase awareness, mobilize support for policy goals and refer participants to services.	6.1 During program development period, create and submit for DHS approval, an action plan incorporating objectives and describing activities to be conducted.	Weeks 1-4	Approval letter and approved action plan will be kept on file.
<u>FIELD(comment)</u>	6.2 Develop an outline for presentations about tobacco control topics and issues.	Weeks 1-4	
	6.2a Prior to conducting activities, submit outline to DHS for review and approval.	Weeks 1-4	Approval letter and approved outline will be kept on file.
	6.3 Contact community-based agencies and organizations to schedule presentations on tobacco control topics and issues.	Weeks 1-4 and ongoing	List will be kept on file.
	6.4 Identify and/or develop educational materials to be used during presentations.	Weeks 1-4	
	6.4a Prior to distribution of educational materials, submit samples to DHS for review and approval.	Weeks 1-4	Approval letters and samples of approved educational materials will be kept on file.
	6.5 Prepare list of tobacco cessation programs and hotline numbers for distribution during large group meetings.	Weeks 1-4	List will be kept on file.
	6.6 Prepare monthly calendars, including location sites, dates, and times of presentations.	Monthly	Monthly calendar of projected activities will be submitted to DHS by the fifth working day of each month.
	6.7 Make presentations at large group meetings and complete appropriate evaluation forms.	Weeks 5-52	Submit appropriate evaluation forms to DHS by the fifth working day of each month.

**LOS ANGELES COUNTY DEPARTMENT OF HEALTH SERVICES - TOBACCO CONTROL AND PREVENTION PROGRAM**  
**SCOPE OF WORK**  
**July 1, 2005 through June 30, 2006**

**AGENCY NAME:** FIELD(Agency)

**GOAL:** Reduce the burden of disease and disability through policies that decrease secondhand smoke, create smoke-free environments, and influence social norms so as to reduce the acceptability of tobacco use.

MEASURABLE OBJECTIVES	IMPLEMENTATION	TIME LINE	EVALUATION
<b>TOBACCO PREVENTION #1</b>			
7. Conduct <u>FIELD(TP1)</u> single session group training of volunteer peer outreach workers (more than 10 participants). Minimum length of training: 3 hours. <u>FIELD(comment)</u>	7.1 During program development period, create and submit for DHS approval, an action plan incorporating objectives and describing activities to be conducted.	Weeks 1-4	Approval letter and approved action plan will be kept on file.
	7.2 Develop a presentation outline, curriculum and pretest/posttest for training.	Weeks 1-4	
	7.2a Prior to conducting training, submit outline, curriculum and pretest/posttest to DHS for review and approval.	Weeks 1-4	Approval letter and approved outline, curriculum and pretest/posttest will be kept on file.
	7.3 Identify and recruit youth to be trained.	Weeks 1-12	List will be kept on file.
	7.4 Identify and/or develop educational materials to be used during training.	Weeks 1-4	
	7.4a Prior to training, submit samples of educational materials for to DHS for review and approval.	Weeks 1-4 and ongoing	Approval letters and samples of approved educational materials will be kept on file.
	7.5 Prepare list of tobacco cessation programs and hotline numbers for distribution during training.	Weeks 1-4	List will be kept on file.
	7.6 Prepare monthly calendars, including location sites, dates and times of training sessions.	Monthly	Monthly calendar of projected activities will be submitted to DHS by the fifth working day of each month.
	7.7 Conduct training sessions and complete appropriate evaluation forms.	Weeks 5-52	Submit appropriate evaluation forms to DHS by the fifth working day of each month.

**LOS ANGELES COUNTY DEPARTMENT OF HEALTH SERVICES - TOBACCO CONTROL AND PREVENTION PROGRAM**  
**SCOPE OF WORK**  
**July 1, 2005 through June 30, 2006**

**AGENCY NAME:** FIELD(Agency)

**GOAL:** Reduce the burden of disease and disability through policies that decrease secondhand smoke, create smoke-free environments, and influence social norms so as to reduce the acceptability of tobacco use.

MEASURABLE OBJECTIVES	IMPLEMENTATION	TIME LINE	EVALUATION
<b>TOBACCO PREVENTION #2</b>			
8. Conduct <u>FIELD</u> (TP2) small group single session training for tobacco prevention presentations (5-10 participants - 12 years or older).	8.1 During program development period, create and submit for DHS approval, an action plan incorporating objectives and describing activities to be conducted.	Weeks 1-4	Approval letter and approved action plan will be kept on file.
<u>FIELD</u> (comment)	8.2 Identify opportunities for prevention presentations to children or teens.	Weeks 1-4 and ongoing	List will be kept on file.
	8.3 Develop an outline for prevention presentations.	Weeks 1-4	
	8.3a Prior to conducting prevention presentations, submit outline to DHS for review and approval.	Weeks 1-4	Approval letter and approved outline will be kept on file.
	8.4 Identify and/or develop educational materials to be used during prevention presentations.	Weeks 1-4 and ongoing	
	8.4a Prior to distribution of educational materials, submit samples to DHS for approval.	Weeks 1-4 and ongoing	Approval letters and samples of approved educational materials will be kept on file.
	8.5 Prepare list of tobacco cessation programs and hotline telephone numbers for dissemination at presentations.	Weeks 1-4	List will be kept on file.
	8.6 Prepare a monthly calendars, including location sites, dates and times of presentations.	Monthly	Monthly calendar of projected activities will be submitted to DHS by the fifth working day of each month.
	8.7 Conduct prevention presentations and submit appropriate evaluations.	Weeks 5-52	Submit appropriate evaluation forms to DHS by the fifth working day of each month.

LOS ANGELES COUNTY DEPARTMENT OF HEALTH SERVICES - TOBACCO CONTROL AND PREVENTION PROGRAM

SCOPE OF WORK

July 1, 2005 through June 30, 2006

AGENCY NAME: **FIELD(Agency)**

GOAL: Reduce the burden of disease and disability through policies that decrease secondhand smoke, create smoke-free environments, and influence social norms so as to reduce the acceptability of tobacco use.

MEASURABLE OBJECTIVES	IMPLEMENTATION	TIME LINE	EVALUATION
<b>HEALTH PROMOTION #1</b>  9. Conduct <b>FIELD(HP1)</b> small group single session tobacco cessation services (5-20 participants) to smokers.  <b>FIELD(comment)</b>	9.1 During program development period, create and submit for DHS approval, an action plan incorporating objectives and describing activities to be conducted.	Weeks 1-4	Approval letter and approved action plan will be kept on file.
	9.2 Identify opportunities for health promotion presentations to adults in the target group.	Weeks 1-4	List will be kept on file.
	9.3 Develop an outline for health promotion presentations to adults.	Weeks 1-4	Approval letter and approved outline will be kept on file.
	9.3a Prior to conducting presentations, submit outline to DHS for review and approval.	Weeks 1-4	
	9.4 Identify and/or develop educational materials to be used during health promotion presentations.	Weeks 1-4 and ongoing	
	9.4a Prior to distribution of educational materials, submit samples to DHS for approval.	Weeks 1-4 and ongoing	Approval letters and samples of approved educational materials will be kept on file.
	9.5 Prepare list of tobacco cessation programs and hotline telephone numbers for dissemination at presentations.	Weeks 1-4	List will be kept on file.
	9.6 Prepare monthly calendars, including location sites, dates, and times of presentations.	Monthly	Monthly calendar of projected activities will be submitted to DHS by the fifth working day of each month.
	9.7 Conduct presentations and submit appropriate evaluation forms to DHS.	Weeks 5-52	Submit appropriate evaluation forms to DHS by the fifth working day of each month.

**LOS ANGELES COUNTY DEPARTMENT OF HEALTH SERVICES - TOBACCO CONTROL AND PREVENTION PROGRAM**  
**SCOPE OF WORK**  
**July 1, 2005 through June 30, 2006**

**AGENCY NAME: FIELD(Agency)**

**GOAL:** Reduce the burden of disease and disability through policies that decrease secondhand smoke, create smoke-free environments, and influence social norms so as to reduce the acceptability of tobacco use.

MEASURABLE OBJECTIVES	IMPLEMENTATION	TIME LINE	EVALUATION
<b>MERCHANT OUTREACH #1</b>  10. Face to face outreach (initial and follow-up visits) to <b>FIELD(MOI)</b> merchants to advocate for tobacco issues, discuss current state or local regulations that pertain to the sale of tobacco to minors, the sale of single cigarettes, and tobacco advertising, and assess compliance with laws/regulations.  <b>FIELD(comment)</b>	10.1 During program development period, create and submit for DHS approval, an action plan incorporating objectives and describing activities to be conducted.	Weeks 1-4	Approval letter and approved action plan will be kept on file.
	10.2 Identify retail sites selling tobacco products (liquor stores, gas stations, convenience stores, etc.) to target for merchant outreach.	Weeks 1-4 and ongoing	List will be kept on file.
	10.3 Develop an outline for merchant outreach to retail sites selling tobacco products.	Weeks 1-4	
	10.3a Prior to conducting outreach, submit outline to DHS for review and approval.	Weeks 1-4	Approval letter and approved outline will be kept on file.
	10.4 Identify and/or develop outreach and educational materials to be used for merchant outreach.	Weeks 1-4	
	10.4a Prior to distribution of outreach and educational materials, submit samples to DHS for review and approval.	Weeks 1-4	Approval letter and samples of approved materials will be kept on file.
	10.5 Prepare list of tobacco cessation programs and hotline telephone numbers for dissemination at presentations.	Weeks 1-4	List will be kept on file.
	10.6 Prepare monthly calendars, including locations, dates, and times of merchant outreach.	Monthly	Monthly calendar of projected activities will be submitted to DHS by the fifth working day of each month.
	10.7 Observe at target facility to determine if they are in compliance with STAKE ACT. Refer to Merchant Outreach and Education Protocol for guidelines and required evaluations. Observe site to determine if facility is selling single cigarettes. Refer to single cigarettes section of the protocol for guidance. Meet with manager or supervisor of the facility to discuss the provisions of the STAKE ACT and/or single cigarette laws. Distribute DHS approved brochures and fact sheets as needed. If the site has a self service tobacco display, discuss the viability of removing such a display.	Weeks 5-52	Submit appropriate evaluation forms to DHS by the fifth working day of each month.
	10.8 Make follow-up visits to determine compliance with STAKE ACT.	Weeks 5-52	Submit appropriate evaluation forms to DHS by the fifth working day of each month.

# LOS ANGELES COUNTY DEPARTMENT OF HEALTH SERVICES - TOBACCO CONTROL AND PREVENTION PROGRAM

## SCOPE OF WORK

July 1, 2005 through June 30, 2006

AGENCY NAME: FIELD(Agency)

GOAL: Reduce the burden of disease and disability through policies that decrease secondhand smoke, create smoke-free environments, and influence social norms so as to reduce the acceptability of tobacco use.

MEASURABLE OBJECTIVES	IMPLEMENTATION	TIME LINE	EVALUATION
<b>MERCHANT HEALTH PROMOTION #1</b>			
11. Conduct <u>FIELD(MHP)</u> employee training and distribute tobacco brochures/educational materials/law to merchants, assist merchants to remove self-service displays or advertising, and/or provide employees with a list of available cessation programs and hotline numbers.	11.1 During program development period, create and submit for DHS approval, an action plan incorporating objectives and describing activities to be conducted.	Weeks 1-4	Approval letter and approved action plan will be kept on file.
	11.2 During initial merchant outreach contact, identify merchants in need of information regarding regulations that pertain to smoking and the sale of tobacco.	Weeks 1-4 and ongoing	List will be kept on file.
	11.3 Develop a presentation outline for health promotion to merchants and their employees at retail sites selling tobacco products.	Weeks 1-4	Approval letter and approved outline will be kept on file.
<u>FIELD(comment)</u>	11.3a Prior to conducting merchant health promotion, submit outline to DHS for review and approval.	Weeks 1-4	Approval letter and approved outline will be kept on file.
	11.4 Identify and/or develop educational materials to be used for merchant health promotion.	Weeks 1-4	Approval letter and samples of approved educational materials will be kept on file.
	11.4a Prior to distribution of educational materials, submit samples to DHS for review and approval.	Weeks 1-4	List will be kept on file.
	11.5 Prepare list of tobacco cessation programs and hotline telephone numbers for dissemination during merchant health promotion.	Weeks 1-4	Monthly calendar of projected activities will be submitted to DHS by the fifth working day of each month.
	11.6 Prepare monthly calendars, including locations, dates, and times of merchant outreach.	Monthly	Submit appropriate evaluation forms to DHS by the fifth working day of each month.
	11.7 Visit retail sites to provide merchants and employees with information regarding cessation programs, hotline telephone numbers, and how to protect themselves from ETS.	Weeks 5-52	

**LOS ANGELES COUNTY DEPARTMENT OF HEALTH SERVICES - TOBACCO CONTROL AND PREVENTION PROGRAM**  
**SCOPE OF WORK**  
**July 1, 2005 through June 30, 2006**

**AGENCY NAME:** FIELD(Agency)

**GOAL:** Reduce the burden of disease and disability through policies that decrease secondhand smoke, create smoke-free environments, and influence social norms so as to reduce the acceptability of tobacco use.

MEASURABLE OBJECTIVES	IMPLEMENTATION	TIME LINE	EVALUATION
<b>BUSINESS OUTREACH #1</b>			
12. Face to face outreach (initial and follow-up visits) to FIELD(BOI) business owners/managers with three (3) or more employees, to advocate for tobacco issues, discuss current state or local regulations that pertain to smoking in the workplace, and provide employees with a list of available cessation programs and hotline numbers.  FIELD(comment)	12.1 During program development period, create and submit for DHS approval, an action plan incorporating objectives and describing activities to be conducted.	Weeks 1-4	Approval letter and approved action plan will be kept on file.
	12.2 Identify businesses to target for outreach using DHS information and other databases.	Weeks 1-4	List will be kept on file.
	12.3 Develop a presentation outline for business outreach.	Weeks 1-4	
	12.3a Prior to conducting outreach, submit outline to DHS for review and approval.	Weeks 1-4	Approval letter and approved outline will be kept on file.
	12.4 Identify and/or develop outreach and educational materials to be used for business outreach.	Weeks 1-4	
	12.4a Prior to distribution of outreach and educational materials, submit samples to DHS for review and approval.	Weeks 1-4	Approval letter and samples of approved educational and outreach materials will be kept on file.
	12.5 Prepare list of tobacco cessation programs and hotline telephone numbers for dissemination during business outreach.	Weeks 1-4	List will be kept on file.
	12.6 Prepare monthly calendars, including locations, dates, and times of merchant outreach.	Monthly	Monthly calendar of projected activities will be submitted to DHS by the fifth working day of each month.
	12.7 Visit targeted businesses and observe facilities to determine if they are in compliance with AB13. If they are not, meet with manager or supervisor of the facility to discuss the provisions of AB13. Distribute brochures and fact sheets as needed. Refer to Small Business Outreach Protocol for guidelines and required evaluation forms.	Weeks 5-52	Submit appropriate evaluation forms to DHS by the fifth working day of each month.
	12.8 Complete follow-up visits to ensure compliance with AB13.	Weeks 5-52	Submit appropriate evaluation forms to DHS by the fifth working day of each month.

**LOS ANGELES COUNTY DEPARTMENT OF HEALTH SERVICES - TOBACCO CONTROL AND PREVENTION PROGRAM**  
**SCOPE OF WORK**  
**July 1, 2005 through June 30, 2006**

**AGENCY NAME:** FIELD(Agency)

**GOAL:** Reduce the burden of disease and disability through policies that decrease secondhand smoke, create smoke-free environments, and influence social norms so as to reduce the acceptability of tobacco use.

MEASURABLE OBJECTIVES	IMPLEMENTATION	TIME LINE	EVALUATION
<b>BUSINESS HEALTH PROMOTION #1</b>			
13. Conduct <u>FIELD(BHP1)</u> employee training, distribute self-help materials and other tobacco brochures/educational materials/laws in small businesses, and/or provide employees with a list of available cessation programs and hotline numbers.	13.1 During program development period, create and submit for DHS approval, an action plan incorporating objectives and describing activities to be conducted.	Weeks 1-4	Approval letter and approved action plan will be kept on file.
<u>FIELD(comment)</u>	13.2 Work with DHS to identify businesses in need of information regarding smoke free workplace laws.	Weeks 1-4	List will be kept on file.
	13.3 Develop a presentation outline for business health promotion.	Weeks 1-4	
	13.3a Prior to conducting business health promotion, submit outline to DHS for review and approval.	Weeks 1-4	Approval letter and approved outline will be kept on file.
	13.4 Identify and/or develop educational materials appropriate for business health promotion.	Weeks 1-4	
	13.4a Prior to distribution of educational materials, submit to DHS for review and approval.	Weeks 1-4	Approval letter and approved educational materials will be kept on file.
	13.5 Prepare list of tobacco cessation programs and hotline telephone numbers for dissemination at businesses.	Weeks 1-4	List will be kept on file.
	13.6 Prepare monthly calendars, including locations, dates, and times of merchant outreach.	Monthly	Monthly calendar of projected activities will be submitted to DHS by the fifth working day of each month.
	13.7 Visit business sites to provide employees with information regarding the smoke free workplace law, tobacco cessation programs and hotline telephone numbers, and how to protect themselves from ETS.	Weeks 5-52	Submit appropriate evaluation forms to DHS by the fifth working day of each month.

(Agency)

**SCHEDULE III**

**July 1, 2005 through June 30, 2006**

**CATEGORY 1**

		July 1, 2005 through June 30, 2006 PROP 99 Reimbursement Amount
I.	UNIT COST (Based on 13 objectives)	\$84,500
II.	PROGRAM DEVELOPMENT*	0
III.	TOTAL BUDGET	\$84,500

\* Reimbursement is for the first month only and is based on a line item budget that is on file with DHS Tobacco Control and Prevention Program.

LOS ANGELES COUNTY DEPARTMENT OF HEALTH SERVICES - TOBACCO CONTROL AND PREVENTION PROGRAM  
SCOPE OF WORK  
July 1, 2006 through June 30, 2007

AGENCY NAME: FIELD(Agency)

GOAL: Reduce the burden of disease and disability through policies that decrease secondhand smoke, create smoke-free environments, and influence social norms so as to reduce the acceptability of tobacco use.

MEASURABLE OBJECTIVES	IMPLEMENTATION	TIME LINE	EVALUATION
<b>TOBACCO OUTREACH #1</b>			
1. Conduct <u>FIELD(TOI)</u> one-on-one outreach and advocacy, including surveys, outside of agency in targeted areas. Attending TCP-PP-mandated meetings or other meetings necessary to advocate for policy goals.	1.1 During program development period, create and submit for DHS approval, an action plan incorporating objectives and describing activities to be conducted.	Weeks 1-4	Approval letter and approved action plan will be kept on file.
<u>FIELD(comment)</u>	1.2 Identify potential locations for outreach, including housing complexes, beach and piers, and sites frequented by 18 to 24 year-olds.	Weeks 1-4 and ongoing	List will be kept on file.
	1.3 Work with DHS to minimize duplication of services with other subcontractors.	Weeks 1-4 and ongoing	
	1.4 Develop a presentation outline for outreach to be conducted away from the agency.	Weeks 1-4	
	1.4a Prior to conducting activities, submit presentation outline to DHS for review and approval.	Weeks 1-4	Approval letter and approved outline will be kept on file.
	1.5 Identify outreach and educational materials for distribution to the community.	Weeks 1-4 and ongoing	
	1.5a Prior to distribution of outreach and educational materials, submit samples to DHS for review and approval.	Weeks 1-4 and ongoing	Approval letters and samples of approved materials will be kept on file.
	1.6 Prepare list of tobacco cessation programs and hotline numbers for distribution during community outreach.	Weeks 1-4	List will be kept on file.
	1.7 Establish and maintain contact list of individuals and organizations that are potential collaborators on tobacco control issues and policies.	Weeks 5-52	List will be kept on file.
	1.8 Prepare monthly calendars, including locations, dates and times of activities.	Monthly	Monthly calendar of projected activities will be submitted to DHS by the fifth working day of each month.
	1.9 Conduct outreach and complete appropriate evaluation forms.	Weeks 5-52	Submit appropriate evaluation forms to DHS by the fifth working day of each month.

**LOS ANGELES COUNTY DEPARTMENT OF HEALTH SERVICES - TOBACCO CONTROL AND PREVENTION PROGRAM**  
**SCOPE OF WORK**  
**July 1, 2006 through June 30, 2007**

**AGENCY NAME:** FIELD(Agency)

**GOAL:** Reduce the burden of disease and disability through policies that decrease secondhand smoke, create smoke-free environments, and influence social norms so as to reduce the acceptability of tobacco use.

MEASURABLE OBJECTIVES	IMPLEMENTATION	TIME LINE	EVALUATION
<b>TOBACCO OUTREACH #2</b>			
2. Conduct FIELD(TO2) one-on-one outreach and advocacy at clinics or programs within the agency.  FIELD(comment)	<p>2.1 During program development period, develop and submit for DHS approval, an action plan incorporating objectives and describing activities to be conducted.</p> <p>2.2 Identify programs within the agency where activities will be conducted.</p> <p>2.3 Develop a presentation outline for outreach to be conducted on site.</p> <p>2.3a Prior to conducting activities, submit outline to DHS for review and approval.</p> <p>2.4 Identify outreach and educational materials for distribution to the community.</p> <p>2.4a Prior to distribution of outreach and educational materials, submit samples to DHS for review and approval.</p> <p>2.5 Prepare list of tobacco cessation programs and hotline numbers for distribution during in-house activities.</p> <p>2.6 Prepare monthly calendars including locations, dates and times of activities.</p> <p>2.7 Establish and maintain list of individuals who are responsive to tobacco program activities.</p> <p>2.8 Conduct outreach activities within agency and complete appropriate evaluation forms.</p>	<p>Weeks 1-4</p> <p>Weeks 1-4 and ongoing</p> <p>Weeks 1-4</p> <p>Weeks 1-4</p> <p>Weeks 1-4 and ongoing</p> <p>Weeks 1-4 and ongoing</p> <p>Weeks 1-4</p> <p>Monthly</p> <p>Weeks 5-52</p> <p>Weeks 5-52</p>	<p>Approval letter and approved action plan will be kept on file.</p> <p>List will kept on file.</p> <p>Approval letter and approved outline will be kept on file.</p> <p>Approval letters and samples of approved materials will be kept on file.</p> <p>List will be kept on file.</p> <p>Monthly calendar of projected activities will be submitted to DHS by the fifth working day of each month.</p> <p>List will be kept on file.</p> <p>Submit appropriate evaluation forms to DHS by the fifth working day of each month.</p>

**LOS ANGELES COUNTY DEPARTMENT OF HEALTH SERVICES - TOBACCO CONTROL AND PREVENTION PROGRAM**  
**SCOPE OF WORK**  
**July 1, 2006 through June 30, 2007**

**AGENCY NAME:** FIELD(Agency)

**GOAL:** Reduce the burden of disease and disability through policies that decrease secondhand smoke, create smoke-free environments, and influence social norms so as to reduce the acceptability of tobacco use.

MEASURABLE OBJECTIVES	IMPLEMENTATION	TIME LINE	EVALUATION
<b>TOBACCO OUTREACH #3</b>			
3. Conduct <u>FIELD(TO3)</u> small events (29-75 participants) to advocate tobacco issues & available services. <u>FIELD(comment)</u>	<p>3.1 During program development period, create and submit for DHS approval, an action plan incorporating objectives and describing activities to be conducted.</p> <p>3.2 Identify agencies, organizations and individuals that are potential collaborators on tobacco control issues and policies.</p> <p>3.3 Identify or organize events for the purpose of conducting tobacco control outreach and education activities.</p> <p>3.4 Develop a presentation outline for small events.</p> <p>3.4a Prior to conducting activities, submit presentation outline to DHS for review and approval.</p> <p>3.5 As appropriate, develop flyers, bulletins, and announcements promoting events.</p> <p>3.5a Prior to distribution, submit flyers, bulletins and announcements to DHS for review and approval.</p> <p>3.6 Identify outreach and educational materials for distribution to the community.</p> <p>3.6a Prior to distribution of outreach and educational materials, submit samples to DHS for review and approval.</p> <p>3.7 Prepare list of tobacco cessation programs and hotline numbers for distribution during events.</p> <p>3.8 Prepare monthly calendars, including locations, dates and times of events.</p> <p>3.9 Conduct small events and complete appropriate evaluation forms.</p>	<p>Weeks 1-4</p> <p>Weeks 1-4 and ongoing</p> <p>Weeks 1-4 and ongoing</p> <p>Weeks 1-4</p> <p>Weeks 1-4</p> <p>Weeks 1-4 and ongoing</p> <p>Weeks 1-4 and ongoing</p> <p>Weeks 1-4 and ongoing</p> <p>Weeks 1-4</p> <p>Weeks 1-4</p> <p>Weeks 1-4</p> <p>Weeks 5-52</p>	<p>Approval letter and approved action plan will be kept on file.</p> <p>List will be kept on file.</p> <p>List will be kept on file.</p> <p>Approval letter and approved outline will be kept on file.</p> <p>Approval letters and approved flyers, bulletins and announcements will be kept on file.</p> <p>Approval letters and samples of approved outreach and educational materials will be kept on file.</p> <p>List will be kept on file.</p> <p>Monthly calendar of projected activities will be submitted to DHS by the fifth working day of each month.</p> <p>Submit appropriate evaluation forms to DHS by the fifth working day of each month.</p>

**LOS ANGELES COUNTY DEPARTMENT OF HEALTH SERVICES - TOBACCO CONTROL AND PREVENTION PROGRAM**  
**SCOPE OF WORK**  
**July 1, 2006 through June 30, 2007**

**AGENCY NAME:** FIELD(Agency)

**GOAL:** Reduce the burden of disease and disability through policies that decrease secondhand smoke, create smoke-free environments, and influence social norms so as to reduce the acceptability of tobacco use.

MEASURABLE OBJECTIVES	IMPLEMENTATION	TIME LINE	EVALUATION
<b>TOBACCO OUTREACH #4</b>  4. Conduct <u>FIELD(TO4)</u> large events (76 or more participants) to advocate tobacco control issues & available services. The event must be planned and organized by contractor and requires at least 30 days prior written approval from your contract manager.  <u>FIELD(comment)</u>	4.1 During program development period, create and submit for DHS approval, an action plan incorporating objectives and describing activities to be conducted.	Weeks 1-4	Approval letter and approved action plan will be kept on file.
	4.2 Identify agencies, organizations and individuals that are potential collaborators on tobacco control issues and policies.	Weeks 1-4 and ongoing	List will be kept on file.
	4.3 Identify or organize events for the purpose of conducting tobacco control outreach and education activities.	Weeks 1-4 and ongoing	List will be kept on file
	4.4 Develop a presentation outline for large events.	Weeks 1-4	
	4.4a Prior to conducting activities, submit presentation outline to DHS for review and approval.	Weeks 1-4 and ongoing	Approval letter and approved outline will be kept on file.
	4.5 As appropriate, develop flyers, bulletins, and announcements promoting events.	Weeks 1-4 and ongoing	
	4.5a Prior to distribution, submit flyers, bulletins and announcements to DHS for review and approval.	Weeks 1-4 and ongoing	Approval letters and approved flyers, bulletins and announcements will be kept on file.
	4.6 Identify outreach and educational materials for distribution to the community.	Weeks 1-4 and ongoing	
	4.6a Prior to distribution of outreach and educational materials, submit samples to DHS for review approval.	Weeks 1-4 and ongoing	Approval letters and samples of approved outreach and educational materials will be kept on file.
	4.7 Prepare list of tobacco cessation programs and hotline numbers for distribution during events.	Weeks 1-4	List will be kept on file.
	4.8 Prepare monthly calendars, including locations, dates and times of events.	Monthly	Monthly calendar of projected activities will be submitted to DHS by the fifth working day of each month.
	4.9 Conduct large events and complete appropriate evaluation forms.	Weeks 5-52	Submit appropriate evaluation forms to DHS by the fifth working day of each month.

**LOS ANGELES COUNTY DEPARTMENT OF HEALTH SERVICES - TOBACCO CONTROL AND PREVENTION PROGRAM**  
**SCOPE OF WORK**  
**July 1, 2006 through June 30, 2007**

**AGENCY NAME:** FIELD(Agency)

**GOAL:** Reduce the burden of disease and disability through policies that decrease secondhand smoke, create smoke-free environments, and influence social norms so as to reduce the acceptability of tobacco use.

MEASURABLE OBJECTIVES	IMPLEMENTATION	TIME LINE	EVALUATION
<b>TOBACCO OUTREACH #5</b>			
5. Conduct FIELD(TO5) small (10-30 participants) group meeting in boys & girls clubs, community centers, housing projects, parks & recreation centers, religious organizations, or other local venues to increase mobilization in the communities and refer participants to appropriate services. Also, individual or small group contact with key decision-makers.	5.1 During program development period, create and submit for DHS approval, an action plan incorporating objectives and describing activities to be conducted.	Weeks 1-4	Approval letter and approved action plan will be kept on file.
	5.2 Develop an outline for presentations about tobacco control topics and issues.	Week 1-4	
	5.2a Prior to conducting activities, submit outline to DHS for review and approval.	Weeks 1-4	Approval letter and approved outline will be kept on file.
	5.3 Contact community-based agencies and organizations to schedule presentations on tobacco control topics and issues.	Weeks 1-4 and ongoing	List will be kept on file.
	5.4 Identify and/or develop educational materials to be used during presentations.	Weeks 1-4 and ongoing	
	5.4a Prior to distribution of educational materials, submit samples to DHS for review and approval.	Weeks 1-4 and ongoing	Approval letters and samples of approved educational materials will be kept on file.
	5.5 Prepare list of tobacco cessation programs and hotline numbers for distribution during small group meetings.	Weeks 1-4	List will be kept on file.
	5.6 Prepare monthly calendars, including locations, dates and times of presentations.	Monthly	Monthly calendar of projected activities will be submitted to DHS by the fifth working day of each month.
	5.7 Make presentations at small group meetings and complete appropriate evaluation forms.	Weeks 5-52	Submit appropriate evaluation forms to DHS by the fifth working day of each month.

FIELD(comment)

## SCOPE OF WORK

July 1, 2006 through June 30, 2007

**AGENCY NAME:** FIELD(Agency)

**GOAL:** Reduce the burden of disease and disability through policies that decrease secondhand smoke, create smoke-free environments, and influence social norms so as to reduce the acceptability of tobacco use.

MEASURABLE OBJECTIVES	IMPLEMENTATION	TIME LINE	EVALUATION
<b>TOBACCO OUTREACH #6</b>			
6. Conduct <b>FIELD(TO6)</b> large group meetings (more than 30 participants) in religious organizations, community centers, housing projects, or other local venues to increase awareness, mobilize support for policy goals and refer participants to services.	6.1 During program development period, create and submit for DHS approval, an action plan incorporating objectives and describing activities to be conducted.	Weeks 1-4	Approval letter and approved action plan will be kept on file.
	6.2 Develop an outline for presentations about tobacco control topics and issues.	Weeks 1-4	
	6.2a Prior to conducting activities, submit outline to DHS for review and approval.	Weeks 1-4	Approval letter and approved outline will be kept on file.
<b>FIELD(comment)</b>	6.3 Contact community-based agencies and organizations to schedule presentations on tobacco control topics and issues.	Weeks 1-4 and ongoing	List will be kept on file.
	6.4 Identify and/or develop educational materials to be used during presentations.	Weeks 1-4	
	6.4a Prior to distribution of educational materials, submit samples to DHS for review and approval.	Weeks 1-4	Approval letters and samples of approved educational materials will be kept on file.
	6.5 Prepare list of tobacco cessation programs and hotline numbers for distribution during large group meetings.	Weeks 1-4	List will be kept on file.
	6.6 Prepare monthly calendars, including location sites, dates, and times of presentations.	Monthly	Monthly calendar of projected activities will be submitted to DHS by the fifth working day of each month.
	6.7 Make presentations at large group meetings and complete appropriate evaluation forms.	Weeks 5-52	Submit appropriate evaluation forms to DHS by the fifth working day of each month.

## July 1, 2006 through June 30, 2007

**GOAL:** Reduce the burden of disease and disability through policies that decrease secondhand smoke, create smoke-free environments, and influence social norms so as to reduce the acceptability of tobacco use.

MEASURABLE OBJECTIVES	IMPLEMENTATION	TIME LINE	EVALUATION
<b>TOBACCO PREVENTION #1</b>			
7. Conduct FIELD(TP1) single session group training of volunteer peer outreach workers (more than 10 participants). Minimum length of training: 3 hours.	7.1 During program development period, create and submit for DHS approval, an action plan incorporating objectives and describing activities to be conducted.	Weeks 1-4	Approval letter and approved action plan will be kept on file.
<b>FIELD(comment)</b>	7.2 Develop a presentation outline, curriculum and pretest/posttest for training.	Weeks 1-4	
	7.2a Prior to conducting training, submit outline, curriculum and pretest/posttest to DHS for review and approval.	Weeks 1-4	Approval letter and approved outline, curriculum and pretest/posttest will be kept on file.
	7.3 Identify and recruit youth to be trained.	Weeks 1-12	List will be kept on file.
	7.4 Identify and/or develop educational materials to be used during training.	Weeks 1-4	
	7.4a Prior to training, submit samples of educational materials for to DHS for review and approval.	Weeks 1-4 and ongoing	Approval letters and samples of approved educational materials will be kept on file.
	7.5 Prepare list of tobacco cessation programs and hotline numbers for distribution during training.	Weeks 1-4	List will be kept on file.
	7.6 Prepare monthly calendars, including location sites, dates and times of training sessions.	Monthly	Monthly calendar of projected activities will be submitted to DHS by the fifth working day of each month.
	7.7 Conduct training sessions and complete appropriate evaluation forms.	Weeks 5-52	Submit appropriate evaluation forms to DHS by the fifth working day of each month.

**LOS ANGELES COUNTY DEPARTMENT OF HEALTH SERVICES - TOBACCO CONTROL AND PREVENTION PROGRAM**  
**SCOPE OF WORK**  
**July 1, 2006 through June 30, 2007**

**AGENCY NAME:** FIELD(Agency)

**GOAL:** Reduce the burden of disease and disability through policies that decrease secondhand smoke, create smoke-free environments, and influence social norms so as to reduce the acceptability of tobacco use.

MEASURABLE OBJECTIVES	IMPLEMENTATION	TIME LINE	EVALUATION
<b>TOBACCO PREVENTION #2</b>			
8. Conduct <u>FIELD(TP2)</u> small group single session training for tobacco prevention presentations (5-10 participants - 12 years or older).	8.1 During program development period, create and submit for DHS approval, an action plan incorporating objectives and describing activities to be conducted.	Weeks 1-4	Approval letter and approved action plan will be kept on file.
<u>FIELD(comment)</u>	8.2 Identify opportunities for prevention presentations to children or teens.	Weeks 1-4 and ongoing	List will be kept on file.
	8.3 Develop an outline for prevention presentations.	Weeks 1-4	
	8.3a Prior to conducting prevention presentations, submit outline to DHS for review and approval.	Weeks 1-4	Approval letter and approved outline will be kept on file.
	8.4 Identify and/or develop educational materials to be used during prevention presentations.	Weeks 1-4 and ongoing	
	8.4a Prior to distribution of educational materials, submit samples to DHS for approval.	Weeks 1-4 and ongoing	Approval letters and samples of approved educational materials will be kept on file.
	8.5 Prepare list of tobacco cessation programs and hotline telephone numbers for dissemination at presentations.	Weeks 1-4	List will be kept on file.
	8.6 Prepare a monthly calendars, including location sites, dates and times of presentations.	Monthly	Monthly calendar of projected activities will be submitted to DHS by the fifth working day of each month.
	8.7 Conduct prevention presentations and submit appropriate evaluations.	Weeks 5-52	Submit appropriate evaluation forms to DHS by the fifth working day of each month.

LOS ANGELES COUNTY DEPARTMENT OF HEALTH SERVICES - TOBACCO CONTROL AND PREVENTION PROGRAM

SCOPE OF WORK

July 1, 2006 through June 30, 2007

AGENCY NAME: FIELD(Agency)

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MEASURABLE OBJECTIVES	IMPLEMENTATION	TIME LINE	EVALUATION
<p>9. Conduct <u>FIELD(HP1)</u> small group single session tobacco cessation services (5-20 participants) to smokers.</p> <p><u>FIELD(comment)</u></p>	<p>9.1 During program development period, create and submit for DHS approval, an action plan incorporating objectives and describing activities to be conducted.</p> <p>9.2 Identify opportunities for health promotion presentations to adults in the target group.</p> <p>9.3 Develop an outline for health promotion presentations to adults.</p> <p>9.3a Prior to conducting presentations, submit outline to DHS for review and approval.</p> <p>9.4 Identify and/or develop educational materials to be used during health promotion presentations.</p> <p>9.4a Prior to distribution of educational materials, submit samples to DHS for approval.</p> <p>9.5 Prepare list of tobacco cessation programs and hotline telephone numbers for dissemination at presentations.</p> <p>9.6 Prepare monthly calendars, including location sites, dates, and times of presentations.</p> <p>9.7 Conduct presentations and submit appropriate evaluation forms to DHS.</p>	<p>Weeks 1-4</p> <p>Weeks 1-4</p> <p>Weeks 1-4</p> <p>Weeks 1-4</p> <p>Weeks 1-4 and ongoing</p> <p>Weeks 1-4 and ongoing</p> <p>Weeks 1-4</p> <p>Monthly</p> <p>Weeks 5-52</p>	<p>Approval letter and approved action plan will be kept on file.</p> <p>List will be kept on file.</p> <p>Approval letter and approved outline will be kept on file.</p> <p>Approval letters and samples of approved educational materials will be kept on file.</p> <p>List will be kept on file.</p> <p>Monthly calendar of projected activities will be submitted to DHS by the fifth working day of each month.</p> <p>Submit appropriate evaluation forms to DHS by the fifth working day of each month.</p>

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**July 1, 2006 through June 30, 2007**

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**GOAL:** Reduce the burden of disease and disability through policies that decrease secondhand smoke, create smoke-free environments, and influence social norms so as to reduce the acceptability of tobacco use.

MEASURABLE OBJECTIVES	IMPLEMENTATION	TIME LINE	EVALUATION
<b>MERCHANT OUTREACH #1</b>  10. Face to face outreach (initial and follow-up visits) to <u>FIELD(MO1)</u> merchants to advocate for tobacco issues, discuss current state or local regulations that pertain to the sale of tobacco to minors, the sale of single cigarettes, and tobacco advertising, and assess compliance with laws/regulations.  <u>FIELD(comment)</u>	10.1 During program development period, create and submit for DHS approval, an action plan incorporating objectives and describing activities to be conducted.	Weeks 1-4	Approval letter and approved action plan will be kept on file.
	10.2 Identify retail sites selling tobacco products (liquor stores, gas stations, convenience stores, etc.) to target for merchant outreach.	Weeks 1-4 and ongoing	List will be kept on file.
	10.3 Develop an outline for merchant outreach to retail sites selling tobacco products.	Weeks 1-4	
	10.3a Prior to conducting outreach, submit outline to DHS for review and approval.	Weeks 1-4	Approval letter and approved outline will be kept on file.
	10.4 Identify and/or develop outreach and educational materials to be used for merchant outreach.	Weeks 1-4	
	10.4a Prior to distribution of outreach and educational materials, submit samples to DHS for review and approval.	Weeks 1-4	Approval letter and samples of approved materials will be kept on file.
	10.5 Prepare list of tobacco cessation programs and hotline telephone numbers for dissemination at presentations.	Weeks 1-4	List will be kept on file.
	10.6 Prepare monthly calendars, including locations, dates, and times of merchant outreach.	Monthly	Monthly calendar of projected activities will be submitted to DHS by the fifth working day of each month.
	10.7 Observe at target facility to determine if they are in compliance with STAKE ACT. Refer to Merchant Outreach and Education Protocol for guidelines and required evaluations. Observe site to determine if facility is selling single cigarettes. Refer to single cigarettes section of the protocol for guidance. Meet with manager or supervisor of the facility to discuss the provisions of the STAKE ACT and/or single cigarette laws. Distribute DHS approved brochures and fact sheets as needed. If the site has a self service tobacco display, discuss the viability of removing such a display.	Weeks 5-52	Submit appropriate evaluation forms to DHS by the fifth working day of each month.
	10.8 Make follow-up visits to determine compliance with STAKE ACT.	Weeks 5-52	Submit appropriate evaluation forms to DHS by the fifth working day of each month.

LOS ANGELES COUNTY DEPARTMENT OF HEALTH SERVICES - TOBACCO CONTROL AND PREVENTION PROGRAM

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MEASURABLE OBJECTIVES	IMPLEMENTATION	TIME LINE	EVALUATION
<b>MERCHANT HEALTH PROMOTION #1</b>			
11. Conduct <u>FIELD(MHP)</u> employee training and distribute tobacco brochures/educational materials/law to merchants, assist merchants to remove self-service displays or advertising, and/or provide employees with a list of available cessation programs and hotline numbers.	11.1 During program development period, create and submit for DHS approval, an action plan incorporating objectives and describing activities to be conducted.	Weeks 1-4	Approval letter and approved action plan will be kept on file.
	11.2 During initial merchant outreach contact, identify merchants in need of information regarding regulations that pertain to smoking and the sale of tobacco.	Weeks 1-4 and ongoing	List will be kept on file.
	11.3 Develop a presentation outline for health promotion to merchants and their employees at retail sites selling tobacco products.	Weeks 1-4	
<u>FIELD(comment)</u>	11.3a Prior to conducting merchant health promotion, submit outline to DHS for review and approval.	Weeks 1-4	Approval letter and approved outline will be kept on file.
	11.4 Identify and/or develop educational materials to be used for merchant health promotion.	Weeks 1-4	
	11.4a Prior to distribution of educational materials, submit samples to DHS for review and approval.	Weeks 1-4	Approval letter and samples of approved educational materials will be kept on file.
	11.5 Prepare list of tobacco cessation programs and hotline telephone numbers for dissemination during merchant health promotion.	Weeks 1-4	List will be kept on file.
	11.6 Prepare monthly calendars, including locations, dates, and times of merchant outreach.	Monthly	Monthly calendar of projected activities will be submitted to DHS by the fifth working day of each month.
	11.7 Visit retail sites to provide merchants and employees with information regarding cessation programs, hotline telephone numbers, and how to protect themselves from ETS.	Weeks 5-52	Submit appropriate evaluation forms to DHS by the fifth working day of each month.

# LOS ANGELES COUNTY DEPARTMENT OF HEALTH SERVICES - TOBACCO CONTROL AND PREVENTION PROGRAM

## SCOPE OF WORK

July 1, 2006 through June 30, 2007

AGENCY NAME: FIELD(Agency)

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MEASURABLE OBJECTIVES	IMPLEMENTATION	TIME LINE	EVALUATION
<b>BUSINESS OUTREACH #1</b>			
12. Face to face outreach (initial and follow-up visits) to <u>FIELD(BO1)</u> business owners/managers with three (3) or more employees, to advocate for tobacco issues, discuss current state or local regulations that pertain to smoking in the workplace, and provide employees with a list of available cessation programs and hotline numbers.  <u>FIELD(comment)</u>	12.1 During program development period, create and submit for DHS approval, an action plan incorporating objectives and describing activities to be conducted.	Weeks 1-4	Approval letter and approved action plan will be kept on file.
	12.2 Identify businesses to target for outreach using DHS information and other databases.	Weeks 1-4	List will be kept on file.
	12.3 Develop a presentation outline for business outreach.	Weeks 1-4	Approval letter and approved outline will be kept on file.
	12.3a Prior to conducting outreach, submit outline to DHS for review and approval.	Weeks 1-4	Approval letter and approved outline will be kept on file.
	12.4 Identify and/or develop outreach and educational materials to be used for business outreach.	Weeks 1-4	Approval letter and samples of approved educational and outreach materials will be kept on file.
	12.4a Prior to distribution of outreach and educational materials, submit samples to DHS for review and approval.	Weeks 1-4	Approval letter and samples of approved educational and outreach materials will be kept on file.
	12.5 Prepare list of tobacco cessation programs and hotline telephone numbers for dissemination during business outreach.	Weeks 1-4	List will be kept on file.
	12.6 Prepare monthly calendars, including locations, dates, and times of merchant outreach.	Monthly	Monthly calendar of projected activities will be submitted to DHS by the fifth working day of each month.
	12.7 Visit targeted businesses and observe facilities to determine if they are in compliance with AB13. If they are not, meet with manager or supervisor of the facility to discuss the provisions of AB13. Distribute brochures and fact sheets as needed. Refer to Small Business Outreach Protocol for guidelines and required evaluation forms.	Weeks 5-52	Submit appropriate evaluation forms to DHS by the fifth working day of each month.
	12.8 Complete follow-up visits to ensure compliance with AB13.	Weeks 5-52	Submit appropriate evaluation forms to DHS by the fifth working day of each month.

**LOS ANGELES COUNTY DEPARTMENT OF HEALTH SERVICES - TOBACCO CONTROL AND PREVENTION PROGRAM**  
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MEASURABLE OBJECTIVES	IMPLEMENTATION	TIME LINE	EVALUATION
<b>BUSINESS HEALTH PROMOTION #1</b>			
13. Conduct <u>FIELD(BHP1)</u> employee training, distribute self-help materials and other tobacco brochures/educational materials/laws in small businesses, and/or provide employees with a list of available cessation programs and hotline numbers.	13.1 During program development period, create and submit for DHS approval, an action plan incorporating objectives and describing activities to be conducted.	Weeks 1-4	Approval letter and approved action plan will be kept on file.
<u>FIELD(comment)</u>	13.2 Work with DHS to identify businesses in need of information regarding smoke free workplace laws.	Weeks 1-4	List will be kept on file.
	13.3 Develop a presentation outline for business health promotion.	Weeks 1-4	
	13.3a Prior to conducting business health promotion, submit outline to DHS for review and approval.	Weeks 1-4	Approval letter and approved outline will be kept on file.
	13.4 Identify and/or develop educational materials appropriate for business health promotion.	Weeks 1-4	
	13.4a Prior to distribution of educational materials, submit to DHS for review and approval.	Weeks 1-4	Approval letter and approved educational materials will be kept on file.
	13.5 Prepare list of tobacco cessation programs and hotline telephone numbers for dissemination at businesses.	Weeks 1-4	List will be kept on file.
	13.6 Prepare monthly calendars, including locations, dates, and times of merchant outreach.	Monthly	Monthly calendar of projected activities will be submitted to DHS by the fifth working day of each month.
	13.7 Visit business sites to provide employees with information regarding the smoke free workplace law, tobacco cessation programs and hotline telephone numbers, and how to protect themselves from ETS.	Weeks 5-52	Submit appropriate evaluation forms to DHS by the fifth working day of each month.

(Agency)

**SCHEDULE IV**

**July 1, 2006 through June 30, 2007**

**CATEGORY 1**

		<b>July 1, 2006 through June 30, 2007 PROP 99 Reimbursement Amount</b>
<b>I.</b>	<b>UNIT COST</b> (Based on 13 objectives)	\$84,500
<b>II.</b>	<b>PROGRAM DEVELOPMENT*</b>	0
<b>III.</b>	<b>TOTAL BUDGET</b>	\$84,500

\* Reimbursement is for the first month only and is based on a line item budget that is on file with DHS Tobacco Control and Prevention Program.

Contract No. H-700027-1

**TOBACCO CONTROL AND PREVENTION SERVICES AGREEMENT**

Amendment No. 1

THIS AMENDMENT is made and entered into this \_\_\_\_\_ day  
of \_\_\_\_\_, 2004,

by and between

COUNTY OF LOS ANGELES (hereafter  
"County"),

and

FAME HEALTH CORPORATION (here-  
after "Contractor").

WHEREAS reference is made to that certain document entitled  
"FAME HEALTH CORPORATION", dated July 29, 2003, and further  
identified as County Agreement No. H-700027, between the County  
and Asian Youth Center ("Contractor") and any Amendments thereto  
(all hereafter referred to as "Agreement "); and

WHEREAS, it is the intent of the parties hereto to amend  
Agreement to decrease the maximum County obligation and make  
other hereinafter designated changes; and

WHEREAS, said Agreement provides that changes may be made in  
the form of a written amendment which is formally approved and  
executed by the parties.

NOW, THEREFORE, the parties hereto agree as follows:

1. This Amendment shall be effective July 1, 2004.
2. Paragraph 1, TERM, shall be revised as follows:

"1. TERM: The term of this Agreement shall be effective July 1, 2003, and shall continue, unless sooner terminated or cancelled, in full force and effect, to and including June 30, 2005, with two (one) year automatic renewals through June 30, 2007, contingent upon the availability and approval of California Department of Health Services (CDHS) funding and the County's progress in meeting the contractual obligations for tobacco control and prevention services with the CDHS Tobacco Control Section.

In any event, this agreement may be cancelled or terminated at any time by either party, with or without cause, upon the giving of at least thirty (30) calendar days advance written notice to the other party. Further, County may also suspend the performance of services hereunder, in whole or in part, upon the giving of at least a thirty (30) calendar days advance written notice to Contractor. County's notice shall set forth the extent of the suspension and the requirements for full restoration of the performance obligations.

Notwithstanding any other provision of this Agreement, the failure of Contractor or its officer, employees, agents, or subcontractors, to comply with any of the terms of this Agreement or any written directions by or on behalf of County issued pursuant hereto shall constitute a material breach hereto, and this Agreement may be terminated by County immediately. County's failure to exercise this right of termination shall not constitute a waiver of such right which may be exercised at any subsequent time.

3. Paragraph 2, DESCRIPTION OF SERVICES, shall be revised as follows:

"2. DESCRIPTION OF SERVICES: Contractor shall provide tobacco control and prevention services in the manner described in Attachments I, II, III, and IV Scopes of Work, attached hereto and incorporated herein by reference.

In addition, all services provided during the term of this Agreement shall be in the manner and form described herein and in the following documents, all of which are attached hereto and incorporated herein by reference:

- (1) Exhibit A - Description of Services
- (2) Exhibit B - State of California Department of Health Services Additional

Provisions

(3) Exhibit C - Educational Materials Standards

(4) Exhibit D - Guidelines on Use of Incentives."

4. Paragraph 5, MAXIMUM OBLIGATION OF COUNTY, shall be revised as follows:

"5. MAXIMUM OBLIGATION OF COUNTY:

A. During the period July 1, 2003 through June 30, 2004, the maximum obligation of County for all services provided hereunder shall not exceed Hundred Thousand Dollars (\$100,000). Contractor shall use such funds only to pay for services as set forth in Schedule 1, attached hereto and incorporated herein by reference, and only to the extent that such funds are reimbursable to County from the State.

B. During the period July 1, 2004 through June 30, 2005, the maximum obligation of County for all services provided hereunder shall not exceed Eighty-Four Thousand, Five Hundred Dollars (\$84,500). Contractor shall use such funds only to pay for services as set forth in Schedule 2, attached hereto and incorporated herein by reference, and only to the extent that such funds are reimbursable to County from the State.

C. During the period July 1, 2005 through June 30,

2006, the maximum obligation of County for all services provided hereunder shall not exceed Eighty-Four Thousand, Five Hundred Dollars (\$84,500). Contractor shall use such funds only to pay for services as set forth in Schedule 3, attached hereto and incorporated herein by reference, and only to the extent that such funds are reimbursable to County from the State.

D. During the period July 1, 2006 through June 30, 2007, the maximum obligation of County for all services provided hereunder shall not exceed Eighty-Four Thousand, Five Hundred Dollars (\$84,500). Contractor shall use such funds only to pay for services as set forth in Schedule 4, attached hereto and incorporated herein by reference, and only to the extent that such funds are reimbursable to County from the State.

E. In no event shall County be required to pay Contractor more than the maximum obligation of County as set forth in this Paragraph."

5. Paragraph 19, CONTRACTOR'S WARRANTY OF ADHERENCE TO COUNTY'S CHILD SUPPORT COMPLIANCE PROGRAM, shall be revised as follows:

"19. CONTRACTOR'S WARRANTY OF ADHERENCE TO COUNTY'S CHILD SUPPORT COMPLIANCE PROGRAM:

A. Contractor acknowledges that County has established a goal of ensuring that all individuals who benefit financially from County through contract are in compliance with their court-ordered child, family, and spousal support obligations in order to mitigate the economic burden otherwise imposed upon County and its taxpayers.

As required by County's Child Support Compliance Program (County Code Chapter 2.200) and without limiting Contractor's duty under this contract to comply with all applicable provision of law, Contractor warrants that it is now in compliance and shall during the term of this contract maintain in compliance with employment and wage reporting requirements as required by the Federal Social Security Act (42 USC Section 653a) and California Unemployment Insurance Code Section 1088.5, and shall Implement all lawfully served Wage and Earnings Withholding Orders or CSSD Notice of Wage and Earnings Assignment for Child, Family, or Spousal Support, pursuant to Code of Civil Procedure Section 706.031 and Family Code Section 5246(b).

B. TERMINATION FOR BREACH OF WARRANTY TO MAINTAIN COMPLIANCE WITH COUNTY'S CHILD SUPPORT COMPLIANCE PROGRAM:

Failure of Contractor to maintain compliance with the requirements set forth in Paragraph 19 "CONTRACTOR'S WARRANTY OF ADHERENCE TO COUNTY'S CHILD SUPPORT COMPLIANCE PROGRAM" shall constitute default under this contract. Without limiting the rights and remedies available to County under any other provision of this contract, failure of Contractor to cure such default within 90 calendar days of written notice shall be grounds upon which County may terminate this contract pursuant to Paragraph 29, "TERMINATION FOR CONTRACTOR'S DEFAULT" and pursue debarment of Contractor pursuant to County Code Chapter 2.202."

6. Paragraph 30, CONTRACTOR RESPONSIBILITY AND DEBARMENT, shall be revised as follows:

"30. CONTRACTOR RESPONSIBILITY AND DEBARMENT:

A. A responsible Contractor is a Contractor who has demonstrated the attribute of trustworthiness, as well as quality, fitness, capacity and experience to satisfactorily perform the contract. It is the County's policy to conduct business only with responsible contractors.

B. The Contractor is hereby notified that, in accordance with Chapter 2.202 of the County Code, if the

County acquires information concerning the performance of the Contractor on this or other contracts which indicates that the Contractor is not responsible, the County may, in addition to other remedies provided in the contract, debar the Contractor from bidding or proposing on, or being awarded, and/or performing work on County contracts for a specified period of time not to exceed 3 years, and terminate any or all existing contracts the Contractor may have with the County.

C. The County may debar a Contractor if the Board of Supervisors finds, in its discretion, that the Contractor has done any of the following: (1) violated a term of contract with the County or a nonprofit corporation created by the County, (2) committed an act or omission which negatively reflects on the Contractor's quality, fitness or capacity to perform a contract with the County, any other public entity, or a nonprofit corporation created by the County, or engaged in a pattern or practice which negatively reflects on same, (3) committed an act or offense which indicated a lack of business integrity or business honesty, or (4) made or submitted a false claim against the County or any other public entity.

D. If there is evidence that the Contract may be subject to debarment, the Department will notify the Contractor in writing of the evidence which is the basis for the proposed debarment and will advise the Contractor of the scheduled date for a debarment hearing before the Contractor Hearing Board.

E. The Contractor Hearing Board will conduct a hearing where evidence on the proposed debarment is presented. The Contractor and/or the Contractor's representative shall be given an opportunity to submit evidence at that hearing. After the hearing, the Contractor Hearing Board shall prepare a tentative proposed decision, which shall contain a recommendation regarding whether the contractor shall be debarred, and, if so, the appropriate length of time of the debarment. The Contractor and the Department shall be provided an opportunity to object to the tentative proposed decision prior to its presentation to the Board of Supervisors.

F. After consideration of any objections, or if no objections are submitted, a record of the hearing, the proposed decision and any other recommendation of the Contractor Hearing Board shall be presented to the Board of Supervisors. The Board of Supervisors shall have the right to modify, deny or adopt the proposed

decision and recommendation of the Hearing Board..

G. These terms shall also apply to [subcontractors/  
subconsultants] of County Contractors.

7. Effective July 1, 2004, Attachments II, III, and IV  
shall be added to the Agreement.

8. Effective July 1, 2004, Schedules 2, 3 and 4 shall be  
added to the Agreement.

9. Except for the changes set forth hereinabove, Agreement  
shall not be changed in any other respect by this Amendment.

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IN WITNESS WHEREOF, the Board of Supervisors of the County of Los Angeles has caused this Amendment to be subscribed by its Director of Health Services, and Contractor has caused this Amendment to be subscribed in its behalf by its duly authorized officer, the day, month, and year first above written.

COUNTY OF LOS ANGELES

By \_\_\_\_\_  
Thomas L. Garthwaite, M.D.  
Director and Chief Medical Officer

\_\_\_\_\_  
FAME HEALTH CORPORATION  
Contractor

By \_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

Title \_\_\_\_\_  
(AFFIX CORPORATE SEAL HERE)

APPROVED AS TO FORM  
BY THE OFFICE OF THE COUNTY COUNSEL

APPROVED AS TO CONTRACT  
ADMINISTRATION:

Department of Health Services

By \_\_\_\_\_  
Irene E. Riley, Director  
Contract Administration

AMENDCD.3050  
kh:5/27/04

**LOS ANGELES COUNTY DEPARTMENT OF HEALTH SERVICES - TOBACCO CONTROL AND PREVENTION PROGRAM**  
**SCOPE OF WORK**  
**July 1, 2004 through June 30, 2005**

**AGENCY NAME:** FIELD(Agency)

**GOAL:** Reduce the burden of disease and disability through policies that counter pro-tobacco influences, create smoke-free environments, and influence social norms so as to reduce the acceptability of tobacco use.

MEASURABLE OBJECTIVES	IMPLEMENTATION	TIME LINE	EVALUATION
<b>TOBACCO OUTREACH #1</b>			
1. Conduct FIELD(TOI) one-on-one outreach and advocacy, including surveys, outside of agency in targeted areas. Attending TCP-mandated meetings or other meetings necessary to advocate for policy goals.	1.1 During program development period, create and submit for DHS approval, an action plan incorporating objectives and describing activities to be conducted.	Weeks 1-4	Approval letter and approved action plan will be kept on file.
	1.2 Identify potential locations for outreach, including housing complexes, beach and piers, and sites frequented by 18 to 24 year-olds.	Weeks 1-4 and ongoing	List will be kept on file.
	1.3 Work with DHS to minimize duplication of services with other subcontractors.	Weeks 1-4 and ongoing	
	1.4 Develop a presentation outline for outreach to be conducted away from the agency.	Weeks 1-4	
	1.4a Prior to conducting activities, submit presentation outline to DHS for review and approval.	Weeks 1-4	Approval letter and approved outline will be kept on file.
	1.5 Identify outreach and educational materials for distribution to the community.	Weeks 1-4 and ongoing	Approval letters and samples of approved materials will be kept on file.
	1.5a Prior to distribution of outreach and educational materials, submit samples to DHS for review and approval.	Weeks 1-4 and ongoing	Approval letters and samples of approved materials will be kept on file.
	1.6 Prepare list of tobacco cessation programs and hotline numbers for distribution during community outreach.	Weeks 1-4	List will be kept on file.
	1.7 Establish and maintain contact list of individuals and organizations that are potential collaborators on tobacco control issues and policies.	Weeks 5-52	List will be kept on file.
	1.8 Prepare monthly calendars, including locations, dates and times of activities.	Monthly	Monthly calendar of projected activities will be submitted to DHS by the fifth working day of each month.
	1.9 Conduct outreach and complete appropriate evaluation forms.	Weeks 5-52	Submit appropriate evaluation forms to DHS by the fifth working day of each month.

FIELD(comment)

**LOS ANGELES COUNTY DEPARTMENT OF HEALTH SERVICES - TOBACCO CONTROL AND PREVENTION PROGRAM**  
**SCOPE OF WORK**  
**July 1, 2004 through June 30, 2005**

**AGENCY NAME:** FIELD(Agency)

**GOAL:** Reduce the burden of disease and disability through policies that counter pro-tobacco influences, create smoke-free environments, and influence social norms so as to reduce the acceptability of tobacco use.

MEASURABLE OBJECTIVES	IMPLEMENTATION	TIME LINE	EVALUATION
<b>TOBACCO OUTREACH #2</b>			
2. Conduct <u>FIELD(TO2)</u> one-on-one outreach and advocacy at clinics or programs within the agency.	2.1 During program development period, develop and submit for DHS approval, an action plan incorporating objectives and describing activities to be conducted.	Weeks 1-4	Approval letter and approved action plan will be kept on file.
<u>FIELD(comment)</u>	2.2 Identify programs within the agency where activities will be conducted.	Weeks 1-4 and ongoing	List will kept on file.
	2.3 Develop a presentation outline for outreach to be conducted on site.	Weeks 1-4	
	2.3a Prior to conducting activities, submit outline to DHS for review and approval.	Weeks 1-4	Approval letter and approved outline will be kept on file.
	2.4 Identify outreach and educational materials for distribution to the community.	Weeks 1-4 and ongoing	
	2.4a Prior to distribution of outreach and educational materials, submit samples to DHS for review and approval.	Weeks 1-4 and ongoing	Approval letters and samples of approved materials will be kept on file.
	2.5 Prepare list of tobacco cessation programs and hotline numbers for distribution during in-house activities.	Weeks 1-4	List will be kept on file.
	2.6 Prepare monthly calendars including locations, dates and times of activities.	Monthly	Monthly calendar of projected activities will be submitted to DHS by the fifth working day of each month.
	2.7 Establish and maintain list of individuals who are responsive to tobacco program activities.	Weeks 5-52	List will be kept on file.
	2.8 Conduct outreach activities within agency and complete appropriate evaluation forms.	Weeks 5-52	Submit appropriate evaluation forms to DHS by the fifth working day of each month.

**LOS ANGELES COUNTY DEPARTMENT OF HEALTH SERVICES - TOBACCO CONTROL AND PREVENTION PROGRAM**  
**SCOPE OF WORK**  
**July 1, 2004 through June 30, 2005**

**AGENCY NAME:** FIELD(Agency)

**GOAL:** Reduce the burden of disease and disability through policies that counter pro-tobacco influences, create smoke-free environments, and influence social norms so as to reduce the acceptability of tobacco use.

MEASURABLE OBJECTIVES	IMPLEMENTATION	TIME LINE	EVALUATION
<b>TOBACCO OUTREACH #3</b>			
3. Conduct <u>FIELD(103)</u> small events (29-75 participants) to advocate tobacco issues & available services. <u>FIELD(comment)</u>	3.1 During program development period, create and submit for DHS approval, an action plan incorporating objectives and describing activities to be conducted.	Weeks 1-4	Approval letter and approved action plan will be kept on file.
	3.2 Identify agencies, organizations and individuals that are potential collaborators on tobacco control issues and policies.	Weeks 1-4 and ongoing	List will be kept on file.
	3.3 Identify or organize events for the purpose of conducting tobacco control outreach and education activities.	Weeks 1-4 and ongoing	List will be kept on file.
	3.4 Develop a presentation outline for small events.	Weeks 1-4	
	3.4a Prior to conducting activities, submit presentation outline to DHS for review and approval.	Weeks 1-4	Approval letter and approved outline will be kept on file.
	3.5 As appropriate, develop flyers, bulletins, and announcements promoting events.	Weeks 1-4 and ongoing	
	3.5a Prior to distribution, submit flyers, bulletins and announcements to DHS for review and approval.	Weeks 1-4 and ongoing	Approval letters and approved flyers, bulletins and announcements will be kept on file.
	3.6 Identify outreach and educational materials for distribution to the community.	Weeks 1-4 and ongoing	
	3.6a Prior to distribution of outreach and educational materials, submit samples to DHS for review and approval.	Weeks 1-4 and ongoing	Approval letters and samples of approved outreach and educational materials will be kept on file.
	3.7 Prepare list of tobacco cessation programs and hotline numbers for distribution during events.	Weeks 1-4	List will be kept on file.
	3.8 Prepare monthly calendars, including locations, dates and times of events.	Weeks 1-4	Monthly calendar of projected activities will be submitted to DHS by the fifth working day of each month.
	3.9 Conduct small events and complete appropriate evaluation forms.	Weeks 5-52	Submit appropriate evaluation forms to DHS by the fifth working day of each month.

**LOS ANGELES COUNTY DEPARTMENT OF HEALTH SERVICES - TOBACCO CONTROL AND PREVENTION PROGRAM**  
**SCOPE OF WORK**  
**July 1, 2004 through June 30, 2005**

**AGENCY NAME:** FIELD(Agency)

**GOAL:** Reduce the burden of disease and disability through policies that counter pro-tobacco influences, create smoke-free environments, and influence social norms so as to reduce the acceptability of tobacco use.

MEASURABLE OBJECTIVES	IMPLEMENTATION	TIME LINE	EVALUATION
<b>TOBACCO OUTREACH #4</b>			
4. Conduct <u>FIELD(TO4)</u> large events (76 or more participants) to advocate tobacco control issues & available services. The event must be planned and organized by contractor and requires at least 30 days prior written approval from your contract manager.	4.1 During program development period, create and submit for DHS approval, an action plan incorporating objectives and describing activities to be conducted.	Weeks 1-4	Approval letter and approved action plan will be kept on file.
	4.2 Identify agencies, organizations and individuals that are potential collaborators on tobacco control issues and policies.	Weeks 1-4 and ongoing	List will be kept on file.
	4.3 Identify or organize events for the purpose of conducting tobacco control outreach and education activities.	Weeks 1-4 and ongoing	List will be kept on file
	4.4 Develop a presentation outline for large events.	Weeks 1-4	Approval letter and approved outline will be kept on file.
<u>FIELD(comment)</u>	4.4a Prior to conducting activities, submit presentation outline to DHS for review and approval.	Weeks 1-4 and ongoing	Approval letter and approved outline will be kept on file.
	4.5 As appropriate, develop flyers, bulletins, and announcements promoting events.	Weeks 1-4 and ongoing	Approval letters and approved flyers, bulletins and announcements will be kept on file.
	4.5a Prior to distribution, submit flyers, bulletins and announcements to DHS for review and approval.	Weeks 1-4 and ongoing	Approval letters and approved flyers, bulletins and announcements will be kept on file.
	4.6 Identify outreach and educational materials for distribution to the community.	Weeks 1-4 and ongoing	Approval letters and samples of approved outreach and educational materials will be kept on file.
	4.6a Prior to distribution of outreach and educational materials, submit samples to DHS for review approval.	Weeks 1-4 and ongoing	List will be kept on file.
	4.7 Prepare list of tobacco cessation programs and hotline numbers for distribution during events.	Months	Monthly calendar of projected activities will be submitted to DHS by the fifth working day of each month.
	4.8 Prepare monthly calendars, including locations, dates and times of events.	Months	Monthly calendar of projected activities will be submitted to DHS by the fifth working day of each month.
	4.9 Conduct large events and complete appropriate evaluation forms.	Weeks 5-52	Submit appropriate evaluation forms to DHS by the fifth working day of each month.

**LOS ANGELES COUNTY DEPARTMENT OF HEALTH SERVICES - TOBACCO CONTROL AND PREVENTION PROGRAM**  
**SCOPE OF WORK**  
**July 1, 2004 through June 30, 2005**

**AGENCY NAME:** FIELD(Agency)

**GOAL:** Reduce the burden of disease and disability through policies that counter pro-tobacco influences, create smoke-free environments, and influence social norms so as to reduce the acceptability of tobacco use.

MEASURABLE OBJECTIVES	IMPLEMENTATION	TIME LINE	EVALUATION
<b>TOBACCO OUTREACH #5</b>			
5. Conduct <u>FIELD(TO5)</u> small (10-30 participants) group meeting in boys & girls clubs, community centers, housing projects, parks & recreation centers, religious organizations, or other local venues to increase mobilization in the communities and refer participants to appropriate services. Also, individual or small group contact with key decision-makers.	5.1 During program development period, create and submit for DHS approval, an action plan incorporating objectives and describing activities to be conducted.	Weeks 1-4	Approval letter and approved action plan will be kept on file.
	5.2 Develop an outline for presentations about tobacco control topics and issues.	Week 1-4	
	5.2a Prior to conducting activities, submit outline to DHS for review and approval.	Weeks 1-4	Approval letter and approved outline will be kept on file.
	5.3 Contact community-based agencies and organizations to schedule presentations on tobacco control topics and issues.	Weeks 1-4 and ongoing	List will be kept on file.
	5.4 Identify and/or develop educational materials to be used during presentations.	Weeks 1-4 and ongoing	
	5.4a Prior to distribution of educational materials, submit samples to DHS for review and approval.	Weeks 1-4 and ongoing	Approval letters and samples of approved educational materials will be kept on file.
	5.5 Prepare list of tobacco cessation programs and hotline numbers for distribution during small group meetings.	Weeks 1-4	List will be kept on file.
	5.6 Prepare monthly calendars, including locations, dates and times of presentations.	Monthly	Monthly calendar of projected activities will be submitted to DHS by the fifth working day of each month.
	5.7 Make presentations at small group meetings and complete appropriate evaluation forms.	Weeks 5-52	Submit appropriate evaluation forms to DHS by the fifth working day of each month.

FIELD(comment)

**LOS ANGELES COUNTY DEPARTMENT OF HEALTH SERVICES - TOBACCO CONTROL AND PREVENTION PROGRAM**  
**SCOPE OF WORK**  
**July 1, 2004 through June 30, 2005**

**AGENCY NAME:** FIELD(Agency)

**GOAL:** Reduce the burden of disease and disability through policies that counter pro-tobacco influences, create smoke-free environments, and influence social norms so as to reduce the acceptability of tobacco use.

MEASURABLE OBJECTIVES	IMPLEMENTATION	TIME LINE	EVALUATION
<b>TOBACCO OUTREACH #6</b>  6. Conduct <u>FIELD(TO6)</u> large group meetings (more than 30 participants) in religious organizations, community centers, housing projects, or other local venues to increase awareness, mobilize support for policy goals and refer participants to services.  <u>FIELD(comment)</u>	6.1 During program development period, create and submit for DHS approval, an action plan incorporating objectives and describing activities to be conducted.	Weeks 1-4	Approval letter and approved action plan will be kept on file.
	6.2 Develop an outline for presentations about tobacco control topics and issues.	Weeks 1-4	
	6.2a Prior to conducting activities, submit outline to DHS for review and approval.	Weeks 1-4	Approval letter and approved outline will be kept on file.
	6.3 Contact community-based agencies and organizations to schedule presentations on tobacco control topics and issues.	Weeks 1-4 and ongoing	List will be kept on file.
	6.4 Identify and/or develop educational materials to be used during presentations.	Weeks 1-4	
	6.4a Prior to distribution of educational materials, submit samples to DHS for review and approval.	Weeks 1-4	Approval letters and samples of approved educational materials will be kept on file.
	6.5 Prepare list of tobacco cessation programs and hotline numbers for distribution during large group meetings.	Weeks 1-4	List will be kept on file.
	6.6 Prepare monthly calendars, including location sites, dates, and times of presentations.	Monthly	Monthly calendar of projected activities will be submitted to DHS by the fifth working day of each month.
	6.7 Make presentations at large group meetings and complete appropriate evaluation forms.	Weeks 5-52	Submit appropriate evaluation forms to DHS by the fifth working day of each month.

**LOS ANGELES COUNTY DEPARTMENT OF HEALTH SERVICES - TOBACCO CONTROL AND PREVENTION PROGRAM**  
**SCOPE OF WORK**  
**July 1, 2004 through June 30, 2005**

**AGENCY NAME:** FIELD(Agency)

**GOAL:** Reduce the burden of disease and disability through policies that counter pro-tobacco influences, create smoke-free environments, and influence social norms so as to reduce the acceptability of tobacco use.

MEASURABLE OBJECTIVES	IMPLEMENTATION	TIME LINE	EVALUATION
<b>TOBACCO PREVENTION #1</b>			
7. Conduct <u>FIELD(TP1)</u> single session group training of volunteer peer outreach workers (more than 10 participants). Minimum length of training: 3 hours. <u>FIELD(comment)</u>	7.1 During program development period, create and submit for DHS approval, an action plan incorporating objectives and describing activities to be conducted.	Weeks 1-4	Approval letter and approved action plan will be kept on file.
	7.2 Develop a presentation outline, curriculum and pretest/posttest for training.	Weeks 1-4	
	7.2a Prior to conducting training, submit outline, curriculum and pretest/posttest to DHS for review and approval.	Weeks 1-4	Approval letter and approved outline, curriculum and pretest/posttest will be kept on file.
	7.3 Identify and recruit youth to be trained.	Weeks 1-12	List will be kept on file.
	7.4 Identify and/or develop educational materials to be used during training.	Weeks 1-4	
	7.4a Prior to training, submit samples of educational materials for to DHS for review and approval.	Weeks 1-4 and ongoing	Approval letters and samples of approved educational materials will be kept on file.
	7.5 Prepare list of tobacco cessation programs and hotline numbers for distribution during training.	Weeks 1-4	List will be kept on file.
	7.6 Prepare monthly calendars, including location sites, dates and times of training sessions.	Monthly	Monthly calendar of projected activities will be submitted to DHS by the fifth working day of each month.
	7.7 Conduct training sessions and complete appropriate evaluation forms.	Weeks 5-52	Submit appropriate evaluation forms to DHS by the fifth working day of each month.

**LOS ANGELES COUNTY DEPARTMENT OF HEALTH SERVICES - TOBACCO CONTROL AND PREVENTION PROGRAM**  
**SCOPE OF WORK**  
**July 1, 2004 through June 30, 2005**

**AGENCY NAME:** FIELD(Agency)

**GOAL:** Reduce the burden of disease and disability through policies that counter pro-tobacco influences, create smoke-free environments, and influence social norms so as to reduce the acceptability of tobacco use.

MEASURABLE OBJECTIVES	IMPLEMENTATION	TIME LINE	EVALUATION
<b>TOBACCO PREVENTION #2</b>			
8. Conduct FIELD(TP2) small group single session training for tobacco prevention presentations (5-10 participants - 12 years or older).	8.1 During program development period, create and submit for DHS approval, an action plan incorporating objectives and describing activities to be conducted.	Weeks 1-4	Approval letter and approved action plan will be kept on file.
FIELD(comment)	8.2 Identify opportunities for prevention presentations to children or teens.	Weeks 1-4 and ongoing	List will be kept on file.
	8.3 Develop an outline for prevention presentations.	Weeks 1-4	
	8.3a Prior to conducting prevention presentations, submit outline to DHS for review and approval.	Weeks 1-4	Approval letter and approved outline will be kept on file.
	8.4 Identify and/or develop educational materials to be used during prevention presentations.	Weeks 1-4 and ongoing	
	8.4a Prior to distribution of educational materials, submit samples to DHS for approval.	Weeks 1-4 and ongoing	Approval letters and samples of approved educational materials will be kept on file.
	8.5 Prepare list of tobacco cessation programs and hotline telephone numbers for dissemination at presentations.	Weeks 1-4	List will be kept on file.
	8.6 Prepare a monthly calendars, including location sites, dates and times of presentations.	Monthly	Monthly calendar of projected activities will be submitted to DHS by the fifth working day of each month.
	8.7 Conduct prevention presentations and submit appropriate evaluations.	Weeks 5-52	Submit appropriate evaluation forms to DHS by the fifth working day of each month.

**LOS ANGELES COUNTY DEPARTMENT OF HEALTH SERVICES - TOBACCO CONTROL AND PREVENTION PROGRAM**  
**SCOPE OF WORK**  
**July 1, 2004 through June 30, 2005**

**AGENCY NAME:** FIELD(Agency)

**GOAL:** Reduce the burden of disease and disability through policies that counter pro-tobacco influences, create smoke-free environments, and influence social norms so as to reduce the acceptability of tobacco use.

MEASURABLE OBJECTIVES	IMPLEMENTATION	TIME LINE	EVALUATION
9. Conduct <u>FIELD(HP 1)</u> small group single session tobacco cessation services (5-20 participants) to smokers. <u>FIELD(comment)</u>	<p>9.1 During program development period, create and submit for DHS approval, an action plan incorporating objectives and describing activities to be conducted.</p> <p>9.2 Identify opportunities for health promotion presentations to adults in the target group.</p> <p>9.3 Develop an outline for health promotion presentations to adults.</p> <p>9.3a Prior to conducting presentations, submit outline to DHS for review and approval.</p> <p>9.4 Identify and/or develop educational materials to be used during health promotion presentations.</p> <p>9.4a Prior to distribution of educational materials, submit samples to DHS for approval.</p> <p>9.5 Prepare list of tobacco cessation programs and hotline telephone numbers for dissemination at presentations.</p> <p>9.6 Prepare monthly calendars, including location sites, dates, and times of presentations.</p> <p>9.7 Conduct presentations and submit appropriate evaluation forms to DHS.</p>	<p>Weeks 1-4</p> <p>Weeks 1-4</p> <p>Weeks 1-4</p> <p>Weeks 1-4</p> <p>Weeks 1-4 and ongoing</p> <p>Weeks 1-4 and ongoing</p> <p>Weeks 1-4 and ongoing</p> <p>Months</p> <p>Weeks 1-4</p> <p>Weeks 5-52</p>	<p>Approval letter and approved action plan will be kept on file.</p> <p>List will be kept on file.</p> <p>Approval letter and approved outline will be kept on file.</p> <p>Approval letters and samples of approved educational materials will be kept on file.</p> <p>List will be kept on file.</p> <p>Monthly calendar of projected activities will be submitted to DHS by the fifth working day of each month.</p> <p>Submit appropriate evaluation forms to DHS by the fifth working day of each month.</p>

**LOS ANGELES COUNTY DEPARTMENT OF HEALTH SERVICES - TOBACCO CONTROL AND PREVENTION PROGRAM**  
**SCOPE OF WORK**  
**July 1, 2004 through June 30, 2005**

**AGENCY NAME:** FIELD(Agency)

**GOAL:** Reduce the burden of disease and disability through policies that counter pro-tobacco influences, create smoke-free environments, and influence social norms so as to reduce the acceptability of tobacco use.

MEASURABLE OBJECTIVES	IMPLEMENTATION	TIME LINE	EVALUATION
<b>MERCHANT OUTREACH #1</b>			
10. Face to face outreach (initial and follow-up visits) to <u>FIELD(MO1)</u> merchants to advocate for tobacco issues, discuss current state or local regulations that pertain to the sale of tobacco to minors, the sale of single cigarettes, and tobacco advertising, and assess compliance with laws/regulations.	10.1 During program development period, create and submit for DHS approval, an action plan incorporating objectives and describing activities to be conducted.	Weeks 1-4	Approval letter and approved action plan will be kept on file.
	10.2 Identify retail sites selling tobacco products (liquor stores, gas stations, convenience stores, etc.) to target for merchant outreach.	Weeks 1-4 and ongoing	List will be kept on file.
	10.3 Develop an outline for merchant outreach to retail sites selling tobacco products.	Weeks 1-4	
<u>FIELD(comment)</u>	10.3a Prior to conducting outreach, submit outline to DHS for review and approval.	Weeks 1-4	Approval letter and approved outline will be kept on file.
	10.4 Identify and/or develop outreach and educational materials to be used for merchant outreach.	Weeks 1-4	
	10.4a Prior to distribution of outreach and educational materials, submit samples to DHS for review and approval.	Weeks 1-4	Approval letter and samples of approved materials will be kept on file.
	10.5 Prepare list of tobacco cessation programs and hotline telephone numbers for dissemination at presentations.	Weeks 1-4	List will be kept on file.
	10.6 Prepare monthly calendars, including locations, dates, and times of merchant outreach.	Monthly	Monthly calendar of projected activities will be submitted to DHS by the fifth working day of each month.
	10.7 Observe at target facility to determine if they are in compliance with STAKE ACT. Refer to Merchant Outreach and Education Protocol for guidelines and required evaluations. Observe site to determine if facility is selling single cigarettes. Refer to single cigarettes section of the protocol for guidance. Meet with manager or supervisor of the facility to discuss the provisions of the STAKE ACT and/or single cigarette laws. Distribute DHS approved brochures and fact sheets as needed. If the site has a self service tobacco display, discuss the viability of removing such a display.	Weeks 5-52	Submit appropriate evaluation forms to DHS by the fifth working day of each month.
	10.8 Make follow-up visits to determine compliance with STAKE ACT.	Weeks 5-52	Submit appropriate evaluation forms to DHS by the fifth working day of each month.

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**July 1, 2004 through June 30, 2005**

**AGENCY NAME:** FIELD(Agency)

**GOAL:** Reduce the burden of disease and disability through policies that counter pro-tobacco influences, create smoke-free environments, and influence social norms so as to reduce the acceptability of tobacco use.

MEASURABLE OBJECTIVES	IMPLEMENTATION	TIME LINE	EVALUATION
<b>MERCHANT HEALTH PROMOTION #1</b>			
11. Conduct FIELD(MHP) employee training and distribute tobacco brochures/educational materials/law to merchants, assist merchants to remove self-service displays or advertising, and/or provide employees with a list of available cessation programs and hotline numbers.	11.1 During program development period, create and submit for DHS approval, an action plan incorporating objectives and describing activities to be conducted.	Weeks 1-4	Approval letter and approved action plan will be kept on file.
	11.2 During initial merchant outreach contact, identify merchants in need of information regarding regulations that pertain to smoking and the sale of tobacco.	Weeks 1-4 and ongoing	List will be kept on file.
	11.3 Develop a presentation outline for health promotion to merchants and their employees at retail sites selling tobacco products.	Weeks 1-4	
	11.3a Prior to conducting merchant health promotion, submit outline to DHS for review and approval.	Weeks 1-4	Approval letter and approved outline will be kept on file.
	11.4 Identify and/or develop educational materials to be used for merchant health promotion.	Weeks 1-4	
	11.4a Prior to distribution of educational materials, submit samples to DHS for review and approval.	Weeks 1-4	Approval letter and samples of approved educational materials will be kept on file.
	11.5 Prepare list of tobacco cessation programs and hotline telephone numbers for dissemination during merchant health promotion.	Weeks 1-4	List will be kept on file.
	11.6 Prepare monthly calendars, including locations, dates, and times of merchant outreach.	Monthly	Monthly calendar of projected activities will be submitted to DHS by the fifth working day of each month.
	11.7 Visit retail sites to provide merchants and employees with information regarding cessation programs, hotline telephone numbers, and how to protect themselves from ETS.	Weeks 5-52	Submit appropriate evaluation forms to DHS by the fifth working day of each month.

FIELD(comment)

**LOS ANGELES COUNTY DEPARTMENT OF HEALTH SERVICES - TOBACCO CONTROL AND PREVENTION PROGRAM**  
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**AGENCY NAME:** FIELD(Agency)

**GOAL:** Reduce the burden of disease and disability through policies that counter pro-tobacco influences, create smoke-free environments, and influence social norms so as to reduce the acceptability of tobacco use.

MEASURABLE OBJECTIVES	IMPLEMENTATION	TIME LINE	EVALUATION
<b>BUSINESS OUTREACH #1</b>			
12. Face to face outreach (initial and follow-up visits) to <u>FIELD(BO1)</u> business owners/managers with three (3) or more employees, to advocate for tobacco issues, discuss current state or local regulations that pertain to smoking in the workplace, and provide employees with a list of available cessation programs and hotline numbers.	12.1 During program development period, create and submit for DHS approval, an action plan incorporating objectives and describing activities to be conducted.	Weeks 1-4	Approval letter and approved action plan will be kept on file.
	12.2 Identify businesses to target for outreach using DHS information and other databases.	Weeks 1-4	List will be kept on file.
	12.3 Develop a presentation outline for business outreach.	Weeks 1-4	
	12.3a Prior to conducting outreach, submit outline to DHS for review and approval.	Weeks 1-4	Approval letter and approved outline will be kept on file.
	12.4 Identify and/or develop outreach and educational materials to be used for business outreach.	Weeks 1-4	
	12.4a Prior to distribution of outreach and educational materials, submit samples to DHS for review and approval.	Weeks 1-4	Approval letter and samples of approved educational and outreach materials will be kept on file.
	12.5 Prepare list of tobacco cessation programs and hotline telephone numbers for dissemination during business outreach.	Weeks 1-4	List will be kept on file.
	12.6 Prepare monthly calendars, including locations, dates, and times of merchant outreach.	Monthly	Monthly calendar of projected activities will be submitted to DHS by the fifth working day of each month.
	12.7 Visit targeted businesses and observe facilities to determine if they are in compliance with AB13. If they are not, meet with manager or supervisor of the facility to discuss the provisions of AB13. Distribute brochures and fact sheets as needed. Refer to Small Business Outreach Protocol for guidelines and required evaluation forms.	Weeks 5-52	Submit appropriate evaluation forms to DHS by the fifth working day of each month.
	12.8 Complete follow-up visits to ensure compliance with AB13.	Weeks 5-52	Submit appropriate evaluation forms to DHS by the fifth working day of each month.

FIELD(comment)

**LOS ANGELES COUNTY DEPARTMENT OF HEALTH SERVICES - TOBACCO CONTROL AND PREVENTION PROGRAM**  
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**AGENCY NAME:** FIELD(Agency)

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MEASURABLE OBJECTIVES	IMPLEMENTATION	TIME LINE	EVALUATION
<b>BUSINESS HEALTH PROMOTION #1</b>			
13. Conduct FIELD(BHP1) employee training, distribute self-help materials and other tobacco brochures/educational materials/laws in small businesses, and/or provide employees with a list of available cessation programs and hotline numbers.	13.1 During program development period, create and submit for DHS approval, an action plan incorporating objectives and describing activities to be conducted.	Weeks 1-4	Approval letter and approved action plan will be kept on file.
	13.2 Work with DHS to identify businesses in need of information regarding smoke free workplace laws.	Weeks 1-4	List will be kept on file.
	13.3 Develop a presentation outline for business health promotion.	Weeks 1-4	
	13.3a Prior to conducting business health promotion, submit outline to DHS for review and approval.	Weeks 1-4	Approval letter and approved outline will be kept on file.
	13.4 Identify and/or develop educational materials appropriate for business health promotion.	Weeks 1-4	
	13.4a Prior to distribution of educational materials, submit to DHS for review and approval.	Weeks 1-4	Approval letter and approved educational materials will be kept on file.
	13.5 Prepare list of tobacco cessation programs and hotline telephone numbers for dissemination at businesses.	Weeks 1-4	List will be kept on file.
	13.6 Prepare monthly calendars, including locations, dates, and times of merchant outreach.	Monthly	Monthly calendar of projected activities will be submitted to DHS by the fifth working day of each month.
	13.7 Visit business sites to provide employees with information regarding the smoke free workplace law, tobacco cessation programs and hotline telephone numbers, and how to protect themselves from ETS.	Weeks 5-52	Submit appropriate evaluation forms to DHS by the fifth working day of each month.

FIELD(comment)

(Agency)

**SCHEDULE II**

**July 1, 2004 through June 30, 2005**

**CATEGORY 2**

		<b>July 1, 2004 through June 30, 2005 PROP 99 Reimbursement Amount</b>
<b>I.</b>	<b>UNIT COST</b> (Based on 13 objectives)	\$84,500
<b>II.</b>	<b>PROGRAM DEVELOPMENT*</b>	0
<b>III.</b>	<b>TOTAL BUDGET</b>	\$84,500

\* Reimbursement is for the first month only and is based on a line item budget that is on file with DHS Tobacco Control and Prevention Program.

AGENCY NAME: FIELD(Agency)

MEASURABLE OBJECTIVES	IMPLEMENTATION	TIME LINE	EVALUATION
<b>TOBACCO OUTREACH #1</b>			
1. Conduct <b>FIELD(TOI)</b> one-on-one outreach and advocacy, including surveys, outside of agency in targeted areas. Attending TCPP-mandated meetings or other meetings necessary to advocate for policy goals.			
<b>FIELD(comment)</b>			
1.1	During program development period, create and submit for DHS approval, an action plan incorporating objectives and describing activities to be conducted.	Weeks 1-4	Approval letter and approved action plan will be kept on file.
1.2	Identify potential locations for outreach, including housing complexes, beach and piers, and sites frequented by 18 to 24 year-olds.	Weeks 1-4 and ongoing	List will be kept on file.
1.3	Work with DHS to minimize duplication of services with other subcontractors.	Weeks 1-4 and ongoing	
1.4	Develop a presentation outline for outreach to be conducted away from the agency.	Weeks 1-4	
1.4a	Prior to conducting activities, submit presentation outline to DHS for review and approval.	Weeks 1-4	Approval letter and approved outline will be kept on file.
1.5	Identify outreach and educational materials for distribution to the community.	Weeks 1-4 and ongoing	
1.5a	Prior to distribution of outreach and educational materials, submit samples to DHS for review and approval.	Weeks 1-4 and ongoing	Approval letters and samples of approved materials will be kept on file.
1.6	Prepare list of tobacco cessation programs and hotline numbers for distribution during community outreach.	Weeks 1-4	List will be kept on file.
1.7	Establish and maintain contact list of individuals and organizations that are potential collaborators on tobacco control issues and policies.	Weeks 5-52	List will be kept on file.
1.8	Prepare monthly calendars, including locations, dates and times of activities.	Monthly	Monthly calendar of projected activities will be submitted to DHS by the fifth working day of each month.
1.9	Conduct outreach and complete appropriate evaluation forms.	Weeks 5-52	Submit appropriate evaluation forms to DHS by the fifth working day of each month.

**LOS ANGELES COUNTY DEPARTMENT OF HEALTH SERVICES - TOBACCO CONTROL AND PREVENTION PROGRAM**  
**SCOPE OF WORK**  
**July 1, 2005 through June 30, 2006**

**AGENCY NAME:** FIELD(Agency)

**GOAL:** Reduce the burden of disease and disability through policies that counter pro-tobacco influences, create smoke-free environments, and influence social norms so as to reduce the acceptability of tobacco use.

MEASURABLE OBJECTIVES	IMPLEMENTATION	TIME LINE	EVALUATION
<b>TOBACCO OUTREACH #2</b>			
2. Conduct FIELD(TO2) one-on-one outreach and advocacy at clinics or programs within the agency.	2.1 During program development period, develop and submit for DHS approval, an action plan incorporating objectives and describing activities to be conducted.	Weeks 1-4	Approval letter and approved action plan will be kept on file.
FIELD(comment)	2.2 Identify programs within the agency where activities will be conducted.	Weeks 1-4 and ongoing	List will kept on file.
	2.3 Develop a presentation outline for outreach to be conducted on site.	Weeks 1-4	
	2.3a Prior to conducting activities, submit outline to DHS for review and approval.	Weeks 1-4	Approval letter and approved outline will be kept on file.
	2.4 Identify outreach and educational materials for distribution to the community.	Weeks 1-4 and ongoing	
	2.4a Prior to distribution of outreach and educational materials, submit samples to DHS for review and approval.	Weeks 1-4 and ongoing	Approval letters and samples of approved materials will be kept on file.
	2.5 Prepare list of tobacco cessation programs and hotline numbers for distribution during in-house activities.	Weeks 1-4	List will be kept on file.
	2.6 Prepare monthly calendars including locations, dates and times of activities.	Monthly	Monthly calendar of projected activities will be submitted to DHS by the fifth working day of each month.
	2.7 Establish and maintain list of individuals who are responsive to tobacco program activities.	Weeks 5-52	List will be kept on file.
	2.8 Conduct outreach activities within agency and complete appropriate evaluation forms.	Weeks 5-52	Submit appropriate evaluation forms to DHS by the fifth working day of each month.

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**July 1, 2005 through June 30, 2006**

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**GOAL:** Reduce the burden of disease and disability through policies that counter pro-tobacco influences, create smoke-free environments, and influence social norms so as to reduce the acceptability of tobacco use.

MEASURABLE OBJECTIVES	IMPLEMENTATION	TIME LINE	EVALUATION
<b>TOBACCO OUTREACH #3</b>			
3. Conduct <u>FIELD(TO3)</u> small events (29-75 participants) to advocate tobacco issues & available services.	3.1 During program development period, create and submit for DHS approval, an action plan incorporating objectives and describing activities to be conducted.	Weeks 1-4	Approval letter and approved action plan will be kept on file.
<u>FIELD(comment)</u>	3.2 Identify agencies, organizations and individuals that are potential collaborators on tobacco control issues and policies.	Weeks 1-4 and ongoing	List will be kept on file.
	3.3 Identify or organize events for the purpose of conducting tobacco control outreach and education activities.	Weeks 1-4 and ongoing	List will be kept on file.
	3.4 Develop a presentation outline for small events.	Weeks 1-4	
	3.4a Prior to conducting activities, submit presentation outline to DHS for review and approval.	Weeks 1-4	Approval letter and approved outline will be kept on file.
	3.5 As appropriate, develop flyers, bulletins, and announcements promoting events.	Weeks 1-4 and ongoing	
	3.5a Prior to distribution, submit flyers, bulletins and announcements to DHS for review and approval.	Weeks 1-4 and ongoing	Approval letters and approved flyers, bulletins and announcements will be kept on file.
	3.6 Identify outreach and educational materials for distribution to the community.	Weeks 1-4 and ongoing	
	3.6a Prior to distribution of outreach and educational materials, submit samples to DHS for review and approval.	Weeks 1-4 and ongoing	Approval letters and samples of approved outreach and educational materials will be kept on file.
	3.7 Prepare list of tobacco cessation programs and hotline numbers for distribution during events.	Weeks 1-4	List will be kept on file.
	3.8 Prepare monthly calendars, including locations, dates and times of events.	Weeks 1 - 4	Monthly calendar of projected activities will be submitted to DHS by the fifth working day of each month.
	3.9 Conduct small events and complete appropriate evaluation forms.	Weeks 5-52	Submit appropriate evaluation forms to DHS by the fifth working day of each month.

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MEASURABLE OBJECTIVES	IMPLEMENTATION	TIME LINE	EVALUATION
<b>TOBACCO OUTREACH #4</b>			
4. Conduct <u>FIELD</u> (TO4) large events (76 or more participants) to advocate tobacco control issues & available services. The event must be planned and organized by contractor and requires at least 30 days prior written approval from your contract manager.	4.1 During program development period, create and submit for DHS approval, an action plan incorporating objectives and describing activities to be conducted.	Weeks 1-4	Approval letter and approved action plan will be kept on file.
	4.2 Identify agencies, organizations and individuals that are potential collaborators on tobacco control issues and policies.	Weeks 1-4 and ongoing	List will be kept on file.
	4.3 Identify or organize events for the purpose of conducting tobacco control outreach and education activities.	Weeks 1-4 and ongoing	List will be kept on file
<u>FIELD</u> (comment)	4.4 Develop a presentation outline for large events.	Weeks 1-4	
	4.4a Prior to conducting activities, submit presentation outline to DHS for review and approval.	Weeks 1-4 and ongoing	Approval letter and approved outline will be kept on file.
	4.5 As appropriate, develop flyers, bulletins, and announcements promoting events.	Weeks 1-4 and ongoing	
	4.5a Prior to distribution, submit flyers, bulletins and announcements to DHS for review and approval.	Weeks 1-4 and ongoing	Approval letters and approved flyers, bulletins and announcements will be kept on file.
	4.6 Identify outreach and educational materials for distribution to the community.	Weeks 1-4 and ongoing	
	4.6a Prior to distribution of outreach and educational materials, submit samples to DHS for review approval.	Weeks 1-4 and ongoing	Approval letters and samples of approved outreach and educational materials will be kept on file.
	4.7 Prepare list of tobacco cessation programs and hotline numbers for distribution during events.	Weeks 1-4	List will be kept on file.
	4.8 Prepare monthly calendars, including locations, dates and times of events.	Monthly	Monthly calendar of projected activities will be submitted to DHS by the fifth working day of each month.
	4.9 Conduct large events and complete appropriate evaluation forms.	Weeks 5-52	Submit appropriate evaluation forms to DHS by the fifth working day of each month.

**LOS ANGELES COUNTY DEPARTMENT OF HEALTH SERVICES - TOBACCO CONTROL AND PREVENTION PROGRAM**  
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**July 1, 2005 through June 30, 2006**

**AGENCY NAME:** FIELD(Agency)

**GOAL:** Reduce the burden of disease and disability through policies that counter pro-tobacco influences, create smoke-free environments, and influence social norms so as to reduce the acceptability of tobacco use.

MEASURABLE OBJECTIVES	IMPLEMENTATION	TIME LINE	EVALUATION
<b>TOBACCO OUTREACH #5</b>			
5. Conduct <u>FIELD(TO5)</u> small (10-30 participants) group meeting in boys & girls clubs, community centers, housing projects, parks & recreation centers, religious organizations, or other local venues to increase mobilization in the communities and refer participants to appropriate services. Also, individual or small group contact with key decision-makers.	5.1 During program development period, create and submit for DHS approval, an action plan incorporating objectives and describing activities to be conducted.	Weeks 1-4	Approval letter and approved action plan will be kept on file.
	5.2 Develop an outline for presentations about tobacco control topics and issues.	Week 1-4	
	5.2a Prior to conducting activities, submit outline to DHS for review and approval.	Weeks 1-4	Approval letter and approved outline will be kept on file.
	5.3 Contact community-based agencies and organizations to schedule presentations on tobacco control topics and issues.	Weeks 1-4 and ongoing	List will be kept on file.
	5.4 Identify and/or develop educational materials to be used during presentations.	Weeks 1-4 and ongoing	
	5.4a Prior to distribution of educational materials, submit samples to DHS for review and approval.	Weeks 1-4 and ongoing	Approval letters and samples of approved educational materials will be kept on file.
	5.5 Prepare list of tobacco cessation programs and hotline numbers for distribution during small group meetings.	Weeks 1-4	List will be kept on file.
	5.6 Prepare monthly calendars, including locations, dates and times of presentations.	Monthly	Monthly calendar of projected activities will be submitted to DHS by the fifth working day of each month.
	5.7 Make presentations at small group meetings and complete appropriate evaluation forms.	Weeks 5-52	Submit appropriate evaluation forms to DHS by the fifth working day of each month.

FIELD(comment)

**LOS ANGELES COUNTY DEPARTMENT OF HEALTH SERVICES - TOBACCO CONTROL AND PREVENTION PROGRAM**  
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MEASURABLE OBJECTIVES	IMPLEMENTATION	TIME LINE	EVALUATION
<b>TOBACCO OUTREACH #6</b>			
6. Conduct <u>FIELD(TO6)</u> large group meetings (more than 30 participants) in religious organizations, community centers, housing projects, or other local venues to increase awareness, mobilize support for policy goals and refer participants to services.	6.1 During program development period, create and submit for DHS approval, an action plan incorporating objectives and describing activities to be conducted.	Weeks 1-4	Approval letter and approved action plan will be kept on file.
<u>FIELD(comment)</u>	6.2 Develop an outline for presentations about tobacco control topics and issues.	Weeks 1-4	
	6.2a Prior to conducting activities, submit outline to DHS for review and approval.	Weeks 1-4	Approval letter and approved outline will be kept on file.
	6.3 Contact community-based agencies and organizations to schedule presentations on tobacco control topics and issues.	Weeks 1-4 and ongoing	List will be kept on file.
	6.4 Identify and/or develop educational materials to be used during presentations.	Weeks 1-4	
	6.4a Prior to distribution of educational materials, submit samples to DHS for review and approval.	Weeks 1-4	Approval letters and samples of approved educational materials will be kept on file.
	6.5 Prepare list of tobacco cessation programs and hotline numbers for distribution during large group meetings.	Weeks 1-4	List will be kept on file.
	6.6 Prepare monthly calendars, including location sites, dates, and times of presentations.	Monthly	Monthly calendar of projected activities will be submitted to DHS by the fifth working day of each month.
	6.7 Make presentations at large group meetings and complete appropriate evaluation forms.	Weeks 5-52	Submit appropriate evaluation forms to DHS by the fifth working day of each month.

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MEASURABLE OBJECTIVES	IMPLEMENTATION	TIME LINE	EVALUATION
<b>TOBACCO PREVENTION #1</b>			
7. Conduct <u>FIELD</u> (TP1) single session group training of volunteer peer outreach workers (more than 10 participants). Minimum length of training: 3 hours. <u>FIELD</u> (comment)	7.1 During program development period, create and submit for DHS approval, an action plan incorporating objectives and describing activities to be conducted.	Weeks 1-4	Approval letter and approved action plan will be kept on file.
	7.2 Develop a presentation outline, curriculum and pretest/posttest for training.	Weeks 1-4	
	7.2a Prior to conducting training, submit outline, curriculum and pretest/posttest to DHS for review and approval.	Weeks 1-4	Approval letter and approved outline, curriculum and pretest/posttest will be kept on file.
	7.3 Identify and recruit youth to be trained.	Weeks 1-12	List will be kept on file.
	7.4 Identify and/or develop educational materials to be used during training.	Weeks 1-4	
	7.4a Prior to training, submit samples of educational materials for to DHS for review and approval.	Weeks 1-4 and ongoing	Approval letters and samples of approved educational materials will be kept on file.
	7.5 Prepare list of tobacco cessation programs and hotline numbers for distribution during training.	Weeks 1-4	List will be kept on file.
	7.6 Prepare monthly calendars, including location sites, dates and times of training sessions.	Monthly	Monthly calendar of projected activities will be submitted to DHS by the fifth working day of each month.
	7.7 Conduct training sessions and complete appropriate evaluation forms.	Weeks 5-52	Submit appropriate evaluation forms to DHS by the fifth working day of each month.

**AGENCY NAME:** FIELD(Agency)

MEASURABLE OBJECTIVES	IMPLEMENTATION	TIME LINE	EVALUATION
<b>TOBACCO PREVENTION #2</b>			
8. Conduct <b>FIELD(TP2)</b> small group single session training for tobacco prevention presentations (5-10 participants - 12 years or older).	8.1 During program development period, create and submit for DHS approval, an action plan incorporating objectives and describing activities to be conducted.	Weeks 1-4	Approval letter and approved action plan will be kept on file.
<b>FIELD(comment)</b>	8.2 Identify opportunities for prevention presentations to children or teens.	Weeks 1-4 and ongoing	List will be kept on file.
	8.3 Develop an outline for prevention presentations.	Weeks 1-4	
	8.3a Prior to conducting prevention presentations, submit outline to DHS for review and approval.	Weeks 1-4	Approval letter and approved outline will be kept on file.
	8.4 Identify and/or develop educational materials to be used during prevention presentations.	Weeks 1-4 and ongoing	
	8.4a Prior to distribution of educational materials, submit samples to DHS for approval.	Weeks 1-4 and ongoing	Approval letters and samples of approved educational materials will be kept on file.
	8.5 Prepare list of tobacco cessation programs and hotline telephone numbers for dissemination at presentations.	Weeks 1-4	List will be kept on file.
	8.6 Prepare a monthly calendars, including location sites, dates and times of presentations.	Monthly	Monthly calendar of projected activities will be submitted to DHS by the fifth working day of each month.
	8.7 Conduct prevention presentations and submit appropriate evaluations.	Weeks 5-52	Submit appropriate evaluation forms to DHS by the fifth working day of each month.

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MEASURABLE OBJECTIVES	IMPLEMENTATION	TIME LINE	EVALUATION
<b>HEALTH PROMOTION #1</b>			
9. Conduct FIELD(HP 1) small group single session tobacco cessation services (5-20 participants) to smokers.	9.1 During program development period, create and submit for DHS approval, an action plan incorporating objectives and describing activities to be conducted.	Weeks 1-4	Approval letter and approved action plan will be kept on file.
FIELD(comment)	9.2 Identify opportunities for health promotion presentations to adults in the target group.	Weeks 1-4	List will be kept on file.
	9.3 Develop an outline for health promotion presentations to adults.	Weeks 1-4	
	9.3a Prior to conducting presentations, submit outline to DHS for review and approval.	Weeks 1-4	Approval letter and approved outline will be kept on file.
	9.4 Identify and/or develop educational materials to be used during health promotion presentations.	Weeks 1-4 and ongoing	
	9.4a Prior to distribution of educational materials, submit samples to DHS for approval.	Weeks 1-4 and ongoing	Approval letters and samples of approved educational materials will be kept on file.
	9.5 Prepare list of tobacco cessation programs and hotline telephone numbers for dissemination at presentations.	Weeks 1-4	List will be kept on file.
	9.6 Prepare monthly calendars, including location sites, dates, and times of presentations.	Monthly	Monthly calendar of projected activities will be submitted to DHS by the fifth working day of each month.
	9.7 Conduct presentations and submit appropriate evaluation forms to DHS.	Weeks 5-52	Submit appropriate evaluation forms to DHS by the fifth working day of each month.

**LOS ANGELES COUNTY DEPARTMENT OF HEALTH SERVICES - TOBACCO CONTROL AND PREVENTION PROGRAM**  
**SCOPE OF WORK**  
**July 1, 2005 through June 30, 2006**

**AGENCY NAME:** FIELD(Agency)

**GOAL:** Reduce the burden of disease and disability through policies that counter pro-tobacco influences, create smoke-free environments, and influence social norms so as to reduce the acceptability of tobacco use.

MEASURABLE OBJECTIVES	IMPLEMENTATION	TIME LINE	EVALUATION
<b>MERCHANT OUTREACH #1</b>  10. Face to face outreach (initial and follow-up visits) to <u>FIELD(MOI)</u> merchants to advocate for tobacco issues, discuss current state or local regulations that pertain to the sale of tobacco to minors, the sale of single cigarettes, and tobacco advertising, and assess compliance with laws/regulations.  <u>FIELD(comment)</u>	10.1 During program development period, create and submit for DHS approval, an action plan incorporating objectives and describing activities to be conducted.	Weeks 1-4	Approval letter and approved action plan will be kept on file.
	10.2 Identify retail sites selling tobacco products (liquor stores, gas stations, convenience stores, etc.) to target for merchant outreach.	Weeks 1-4 and ongoing	List will be kept on file.
	10.3 Develop an outline for merchant outreach to retail sites selling tobacco products.	Weeks 1-4	
	10.3a Prior to conducting outreach, submit outline to DHS for review and approval.	Weeks 1-4	Approval letter and approved outline will be kept on file.
	10.4 Identify and/or develop outreach and educational materials to be used for merchant outreach.	Weeks 1-4	
	10.4a Prior to distribution of outreach and educational materials, submit samples to DHS for review and approval.	Weeks 1-4	Approval letter and samples of approved materials will be kept on file.
	10.5 Prepare list of tobacco cessation programs and hotline telephone numbers for dissemination at presentations.	Weeks 1-4	List will be kept on file.
	10.6 Prepare monthly calendars, including locations, dates, and times of merchant outreach.	Monthly	Monthly calendar of projected activities will be submitted to DHS by the fifth working day of each month.
	10.7 Observe at target facility to determine if they are in compliance with STAKE ACT. Refer to Merchant Outreach and Education Protocol for guidelines and required evaluations. Observe site to determine if facility is selling single cigarettes. Refer to single cigarettes section of the protocol for guidance. Meet with manager or supervisor of the facility to discuss the provisions of the STAKE ACT and/or single cigarette laws. Distribute DHS approved brochures and fact sheets as needed. If the site has a self service tobacco display, discuss the viability of removing such a display.	Weeks 5-52	Submit appropriate evaluation forms to DHS by the fifth working day of each month.
10.8 Make follow-up visits to determine compliance with STAKE ACT.		Weeks 5-52	Submit appropriate evaluation forms to DHS by the fifth working day of each month.

**LOS ANGELES COUNTY DEPARTMENT OF HEALTH SERVICES - TOBACCO CONTROL AND PREVENTION PROGRAM**  
**SCOPE OF WORK**  
**July 1, 2005 through June 30, 2006**

**AGENCY NAME:** FIELD(Agency)

**GOAL:** Reduce the burden of disease and disability through policies that counter pro-tobacco influences, create smoke-free environments, and influence social norms so as to reduce the acceptability of tobacco use.

MEASURABLE OBJECTIVES	IMPLEMENTATION	TIME LINE	EVALUATION
<b>MERCHANT HEALTH PROMOTION #1</b>			
11. Conduct FIELD(MHP) employee training and distribute tobacco brochures/educational materials/law to merchants, assist merchants to remove self-service displays or advertising, and/or provide employees with a list of available cessation programs and hotline numbers.	11.1 During program development period, create and submit for DHS approval, an action plan incorporating objectives and describing activities to be conducted.	Weeks 1-4	Approval letter and approved action plan will be kept on file.
	11.2 During initial merchant outreach contact, identify merchants in need of information regarding regulations that pertain to smoking and the sale of tobacco.	Weeks 1-4 and ongoing	List will be kept on file.
	11.3 Develop a presentation outline for health promotion to merchants and their employees at retail sites selling tobacco products.	Weeks 1-4	
	11.3a Prior to conducting merchant health promotion, submit outline to DHS for review and approval.	Weeks 1-4	Approval letter and approved outline will be kept on file.
	11.4 Identify and/or develop educational materials to be used for merchant health promotion.	Weeks 1-4	
	11.4a Prior to distribution of educational materials, submit samples to DHS for review and approval.	Weeks 1-4	Approval letter and samples of approved educational materials will be kept on file.
	11.5 Prepare list of tobacco cessation programs and hotline telephone numbers for dissemination during merchant health promotion.	Weeks 1-4	List will be kept on file.
	11.6 Prepare monthly calendars, including locations, dates, and times of merchant outreach.	Monthly	Monthly calendar of projected activities will be submitted to DHS by the fifth working day of each month.
	11.7 Visit retail sites to provide merchants and employees with information regarding cessation programs, hotline telephone numbers, and how to protect themselves from ETS.	Weeks 5-52	Submit appropriate evaluation forms to DHS by the fifth working day of each month.

FIELD(comment)

**LOS ANGELES COUNTY DEPARTMENT OF HEALTH SERVICES - TOBACCO CONTROL AND PREVENTION PROGRAM**  
**SCOPE OF WORK**  
**July 1, 2005 through June 30, 2006**

**AGENCY NAME:** FIELD(Agency)

**GOAL:** Reduce the burden of disease and disability through policies that counter pro-tobacco influences, create smoke-free environments, and influence social norms so as to reduce the acceptability of tobacco use.

MEASURABLE OBJECTIVES	IMPLEMENTATION	TIME LINE	EVALUATION
<b>BUSINESS OUTREACH #1</b>			
12. Face to face outreach (initial and follow-up visits) to <u>FIELD(BO1)</u> business owners/managers with three (3) or more employees, to advocate for tobacco issues, discuss current state or local regulations that pertain to smoking in the workplace, and provide employees with a list of available cessation programs and hotline numbers.	12.1 During program development period, create and submit for DHS approval, an action plan incorporating objectives and describing activities to be conducted.	Weeks 1-4	Approval letter and approved action plan will be kept on file.
	12.2 Identify businesses to target for outreach using DHS information and other databases.	Weeks 1-4	List will be kept on file.
	12.3 Develop a presentation outline for business outreach.	Weeks 1-4	
	12.3a Prior to conducting outreach, submit outline to DHS for review and approval.	Weeks 1-4	Approval letter and approved outline will be kept on file.
	12.4 Identify and/or develop outreach and educational materials to be used for business outreach.	Weeks 1-4	
	12.4a Prior to distribution of outreach and educational materials, submit samples to DHS for review and approval.	Weeks 1-4	Approval letter and samples of approved educational and outreach materials will be kept on file.
	12.5 Prepare list of tobacco cessation programs and hotline telephone numbers for dissemination during business outreach.	Weeks 1-4	List will be kept on file.
	12.6 Prepare monthly calendars, including locations, dates, and times of merchant outreach.	Monthly	Monthly calendar of projected activities will be submitted to DHS by the fifth working day of each month.
	12.7 Visit targeted businesses and observe facilities to determine if they are in compliance with AB13. If they are not, meet with manager or supervisor of the facility to discuss the provisions of AB13. Distribute brochures and fact sheets as needed. Refer to Small Business Outreach Protocol for guidelines and required evaluation forms.	Weeks 5-52	Submit appropriate evaluation forms to DHS by the fifth working day of each month.
	12.8 Complete follow-up visits to ensure compliance with AB13.	Weeks 5-52	Submit appropriate evaluation forms to DHS by the fifth working day of each month.

FIELD(comment)

**LOS ANGELES COUNTY DEPARTMENT OF HEALTH SERVICES - TOBACCO CONTROL AND PREVENTION PROGRAM**  
**SCOPE OF WORK**  
**July 1, 2005 through June 30, 2006**

**AGENCY NAME:** FIELD(Agency)

**GOAL:** Reduce the burden of disease and disability through policies that counter pro-tobacco influences, create smoke-free environments, and influence social norms so as to reduce the acceptability of tobacco use.

MEASURABLE OBJECTIVES	IMPLEMENTATION	TIME LINE	EVALUATION
<b>BUSINESS HEALTH PROMOTION #1</b>			
13. Conduct <u>FIELD(BHP1)</u> employee training, distribute self-help materials and other tobacco brochures/educational materials/laws in small businesses, and/or provide employees with a list of available cessation programs and hotline numbrers.	13.1 During program development period, create and submit for DHS approval, an action plan incorporating objectives and describing activities to be conducted.	Weeks 1-4	Approval letter and approved action plan will be kept on file.
<u>FIELD(comment)</u>	13.2 Work with DHS to identify businesses in need of information regarding smoke free workplace laws.	Weeks 1-4	List will be kept on file.
	13.3 Develop a presentation outline for business health promotion.	Weeks 1-4	
	13.3a Prior to conducting business health promotion, submit outline to DHS for review and approval.	Weeks 1-4	Approval letter and approved outline will be kept on file.
	13.4 Identify and/or develop educational materials appropriate for business health promotion.	Weeks 1-4	
	13.4a Prior to distribution of educational materials, submit to DHS for review and approval.	Weeks 1-4	Approval letter and approved educational materials will be kept on file.
	13.5 Prepare list of tobacco cessation programs and hotline telephone numbers for dissemination at businesses.	Weeks 1-4	List will be kept on file.
	13.6 Prepare monthly calendars, including locations, dates, and times of merchant outreach.	Monthly	Monthly calendar of projected activities will be submitted to DHS by the fifth working day of each month.
	13.7 Visit business sites to provide employees with information regarding the smoke free workplace law, tobacco cessation programs and hotline telephone numbers, and how to protect themselves from ETS.	Weeks 5-52	Submit appropriate evaluation forms to DHS by the fifth working day of each month.

(Agency)

**SCHEDULE III**

**July 1, 2005 through June 30, 2006**

**CATEGORY 2**

		<b>July 1, 2005 through June 30, 2006 PROP 99 Reimbursement Amount</b>
<b>I.</b>	<b>UNIT COST</b> (Based on 13 objectives)	\$84,500
<b>II.</b>	<b>PROGRAM DEVELOPMENT*</b>	0
<b>III.</b>	<b>TOTAL BUDGET</b>	\$84,500

\* Reimbursement is for the first month only and is based on a line item budget that is on file with DHS Tobacco Control and Prevention Program.

**LOS ANGELES COUNTY DEPARTMENT OF HEALTH SERVICES - TOBACCO CONTROL AND PREVENTION PROGRAM**  
**SCOPE OF WORK**  
**July 1, 2006 through June 30, 2007**

**AGENCY NAME:** FIELD(Agency)

**GOAL:** Reduce the burden of disease and disability through policies that counter pro-tobacco influences, create smoke-free environments, and influence social norms so as to reduce the acceptability of tobacco use.

MEASURABLE OBJECTIVES	IMPLEMENTATION	TIME LINE	EVALUATION
<b>TOBACCO OUTREACH #1</b>			
1. Conduct <u>FIELD(TOI)</u> one-on-one outreach and advocacy, including surveys, outside of agency in targeted areas. Attending TCP- mandated meetings or other meetings necessary to advocate for policy goals.	1.1 During program development period, create and submit for DHS approval, an action plan incorporating objectives and describing activities to be conducted.	Weeks 1-4	Approval letter and approved action plan will be kept on file.
<u>FIELD(comment)</u>	1.2 Identify potential locations for outreach, including housing complexes, beach and piers, and sites frequented by 18 to 24 year-olds.	Weeks 1-4 and ongoing	List will be kept on file.
	1.3 Work with DHS to minimize duplication of services with other subcontractors.	Weeks 1-4 and ongoing	
	1.4 Develop a presentation outline for outreach to be conducted away from the agency.	Weeks 1-4	
	1.4a Prior to conducting activities, submit presentation outline to DHS for review and approval.	Weeks 1-4	Approval letter and approved outline will be kept on file.
	1.5 Identify outreach and educational materials for distribution to the community.	Weeks 1-4 and ongoing	
	1.5a Prior to distribution of outreach and educational materials, submit samples to DHS for review and approval.	Weeks 1-4 and ongoing	Approval letters and samples of approved materials will be kept on file.
	1.6 Prepare list of tobacco cessation programs and hotline numbers for distribution during community outreach.	Weeks 1-4	List will be kept on file.
	1.7 Establish and maintain contact list of individuals and organizations that are potential collaborators on tobacco control issues and policies.	Weeks 5-52	List will be kept on file.
	1.8 Prepare monthly calendars, including locations, dates and times of activities.	Monthly	Monthly calendar of projected activities will be submitted to DHS by the fifth working day of each month.
	1.9 Conduct outreach and complete appropriate evaluation forms.	Weeks 5-52	Submit appropriate evaluation forms to DHS by the fifth working day of each month.

**LOS ANGELES COUNTY DEPARTMENT OF HEALTH SERVICES - TOBACCO CONTROL AND PREVENTION PROGRAM**  
**SCOPE OF WORK**  
**July 1, 2006 through June 30, 2007**

**AGENCY NAME:** FIELD(Agency)

**GOAL:** Reduce the burden of disease and disability through policies that counter pro-tobacco influences, create smoke-free environments, and influence social norms so as to reduce the acceptability of tobacco use.

MEASURABLE OBJECTIVES	IMPLEMENTATION	TIME LINE	EVALUATION
<b>TOBACCO OUTREACH #2</b>			
2. Conduct FIELD(TO2) one-on-one outreach and advocacy at clinics or programs within the agency.	2.1 During program development period, develop and submit for DHS approval, an action plan incorporating objectives and describing activities to be conducted.	Weeks 1-4	Approval letter and approved action plan will be kept on file.
FIELD(comment)	2.2 Identify programs within the agency where activities will be conducted.	Weeks 1-4 and ongoing	List will kept on file.
	2.3 Develop a presentation outline for outreach to be conducted on site.	Weeks 1-4	
	2.3a Prior to conducting activities, submit outline to DHS for review and approval.	Weeks 1-4	Approval letter and approved outline will be kept on file.
	2.4 Identify outreach and educational materials for distribution to the community.	Weeks 1-4 and ongoing	
	2.4a Prior to distribution of outreach and educational materials, submit samples to DHS for review and approval.	Weeks 1-4 and ongoing	Approval letters and samples of approved materials will be kept on file.
	2.5 Prepare list of tobacco cessation programs and hotline numbers for distribution during in-house activities.	Weeks 1-4	List will be kept on file.
	2.6 Prepare monthly calendars including locations, dates and times of activities.	Monthly	Monthly calendar of projected activities will be submitted to DHS by the fifth working day of each month.
	2.7 Establish and maintain list of individuals who are responsive to tobacco program activities.	Weeks 5-52	List will be kept on file.
	2.8 Conduct outreach activities within agency and complete appropriate evaluation forms.	Weeks 5-52	Submit appropriate evaluation forms to DHS by the fifth working day of each month.

**AGENCY NAME:** FIELD(Agency)

**MEASURABLE OBJECTIVES**

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**TOBACCO OUTREACH #3**

3. Conduct **FIELD(TO3)** small events (29-75 participants) to advocate tobacco issues & available services.

**FIELD(comment)**

MEASURABLE OBJECTIVES	IMPLEMENTATION	TIME LINE	EVALUATION
<b>TOBACCO OUTREACH #3</b>			
3. Conduct <b>FIELD</b> (TO3) small events (29-75 participants) to advocate tobacco issues & available services.	3.1 During program development period, create and submit for DHS approval, an action plan incorporating objectives and describing activities to be conducted.	Weeks 1-4	Approval letter and approved action plan will be kept on file.
<b>FIELD</b> (comment)	3.2 Identify agencies, organizations and individuals that are potential collaborators on tobacco control issues and policies.	Weeks 1-4 and ongoing	List will be kept on file.
	3.3 Identify or organize events for the purpose of conducting tobacco control outreach and education activities.	Weeks 1-4 and ongoing	List will be kept on file.
	3.4 Develop a presentation outline for small events.	Weeks 1-4	
	3.4a Prior to conducting activities, submit presentation outline to DHS for review and approval.	Weeks 1-4	Approval letter and approved outline will be kept on file.
	3.5 As appropriate, develop flyers, bulletins, and announcements promoting events.	Weeks 1-4 and ongoing	
	3.5a Prior to distribution, submit flyers, bulletins and announcements to DHS for review and approval.	Weeks 1-4 and ongoing	Approval letters and approved flyers, bulletins and announcements will be kept on file.
	3.6 Identify outreach and educational materials for distribution to the community.	Weeks 1-4 and ongoing	
	3.6a Prior to distribution of outreach and educational materials, submit samples to DHS for review and approval.	Weeks 1-4 and ongoing	Approval letters and samples of approved outreach and educational materials will be kept on file.
	3.7 Prepare list of tobacco cessation programs and hotline numbers for distribution during events.	Weeks 1-4	List will be kept on file.
	3.8 Prepare monthly calendars, including locations, dates and times of events.	Weeks 1 - 4	Monthly calendar of projected activities will be submitted to DHS by the fifth working day of each month.
	3.9 Conduct small events and complete appropriate evaluation forms.	Weeks 5-52	Submit appropriate evaluation forms to DHS by the fifth working day of each month.

**LOS ANGELES COUNTY DEPARTMENT OF HEALTH SERVICES - TOBACCO CONTROL AND PREVENTION PROGRAM**  
**SCOPE OF WORK**  
**July 1, 2006 through June 30, 2007**

**AGENCY NAME:** FIELD(Agency)

**GOAL:** Reduce the burden of disease and disability through policies that counter pro-tobacco influences, create smoke-free environments, and influence social norms so as to reduce the acceptability of tobacco use.

MEASURABLE OBJECTIVES	IMPLEMENTATION	TIME LINE	EVALUATION
<b>TOBACCO OUTREACH #4</b>  4. Conduct <u>FIELD(TO4)</u> large events (76 or more participants) to advocate tobacco control issues & available services. The event must be planned and organized by contractor and requires at least 30 days prior written approval from your contract manager.  <u>FIELD(comment)</u>	4.1 During program development period, create and submit for DHS approval, an action plan incorporating objectives and describing activities to be conducted.	Weeks 1-4	Approval letter and approved action plan will be kept on file.
	4.2 Identify agencies, organizations and individuals that are potential collaborators on tobacco control issues and policies.	Weeks 1-4 and ongoing	List will be kept on file.
	4.3 Identify or organize events for the purpose of conducting tobacco control outreach and education activities.	Weeks 1-4 and ongoing	List will be kept on file
	4.4 Develop a presentation outline for large events.	Weeks 1-4	
	4.4a Prior to conducting activities, submit presentation outline to DHS for review and approval.	Weeks 1-4 and ongoing	Approval letter and approved outline will be kept on file.
	4.5 As appropriate, develop flyers, bulletins, and announcements promoting events.	Weeks 1-4 and ongoing	
	4.5a Prior to distribution, submit flyers, bulletins and announcements to DHS for review and approval.	Weeks 1-4 and ongoing	Approval letters and approved flyers, bulletins and announcements will be kept on file.
	4.6 Identify outreach and educational materials for distribution to the community.	Weeks 1-4 and ongoing	
	4.6a Prior to distribution of outreach and educational materials, submit samples to DHS for review approval.	Weeks 1-4 and ongoing	Approval letters and samples of approved outreach and educational materials will be kept on file.
	4.7 Prepare list of tobacco cessation programs and hotline numbers for distribution during events.	Weeks 1-4	List will be kept on file.
	4.8 Prepare monthly calendars, including locations, dates and times of events.	Monthly	Monthly calendar of projected activities will be submitted to DHS by the fifth working day of each month.
	4.9 Conduct large events and complete appropriate evaluation forms.	Weeks 5-52	Submit appropriate evaluation forms to DHS by the fifth working day of each month.

**LOS ANGELES COUNTY DEPARTMENT OF HEALTH SERVICES - TOBACCO CONTROL AND PREVENTION PROGRAM**  
**SCOPE OF WORK**  
**July 1, 2006 through June 30, 2007**

**AGENCY NAME:** FIELD(Agency)

**GOAL:** Reduce the burden of disease and disability through policies that counter pro-tobacco influences, create smoke-free environments, and influence social norms so as to reduce the acceptability of tobacco use.

MEASURABLE OBJECTIVES	IMPLEMENTATION	TIME LINE	EVALUATION
<b>TOBACCO OUTREACH #5</b>			
5. Conduct <u>FIELD(TO5)</u> small (10-30 participants) group meeting in boys & girls clubs, community centers, housing projects, parks & recreation centers, religious organizations, or other local venues to increase mobilization in the communities and refer participants to appropriate services. Also, individual or small group contact with key decision-makers.	5.1 During program development period, create and submit for DHS approval, an action plan incorporating objectives and describing activities to be conducted.	Weeks 1-4	Approval letter and approved action plan will be kept on file.
	5.2 Develop an outline for presentations about tobacco control topics and issues.	Week 1-4	
	5.2a Prior to conducting activities, submit outline to DHS for review and approval.	Weeks 1-4	Approval letter and approved outline will be kept on file.
	5.3 Contact community-based agencies and organizations to schedule presentations on tobacco control topics and issues.	Weeks 1-4 and ongoing	List will be kept on file.
	5.4 Identify and/or develop educational materials to be used during presentations.	Weeks 1-4 and ongoing	
	5.4a Prior to distribution of educational materials, submit samples to DHS for review and approval.	Weeks 1-4 and ongoing	Approval letters and samples of approved educational materials will be kept on file.
	5.5 Prepare list of tobacco cessation programs and hotline numbers for distribution during small group meetings.	Weeks 1-4	List will be kept on file.
	5.6 Prepare monthly calendars, including locations, dates and times of presentations.	Monthly	Monthly calendar of projected activities will be submitted to DHS by the fifth working day of each month.
	5.7 Make presentations at small group meetings and complete appropriate evaluation forms.	Weeks 5-52	Submit appropriate evaluation forms to DHS by the fifth working day of each month.

FIELD(comment)

**LOS ANGELES COUNTY DEPARTMENT OF HEALTH SERVICES - TOBACCO CONTROL AND PREVENTION PROGRAM**  
**SCOPE OF WORK**  
**July 1, 2006 through June 30, 2007**

**AGENCY NAME:** FIELD(Agency)

**GOAL:** Reduce the burden of disease and disability through policies that counter pro-tobacco influences, create smoke-free environments, and influence social norms so as to reduce the acceptability of tobacco use.

MEASURABLE OBJECTIVES	IMPLEMENTATION	TIME LINE	EVALUATION
<b>TOBACCO OUTREACH #6</b>			
6. Conduct <u>FIELD(TO6)</u> large group meetings (more than 30 participants) in religious organizations, community centers, housing projects, or other local venues to increase awareness, mobilize support for policy goals and refer participants to services.	6.1 During program development period, create and submit for DHS approval, an action plan incorporating objectives and describing activities to be conducted.	Weeks 1-4	Approval letter and approved action plan will be kept on file.
<u>FIELD(comment)</u>	6.2 Develop an outline for presentations about tobacco control topics and issues.	Weeks 1-4	
	6.2a Prior to conducting activities, submit outline to DHS for review and approval.	Weeks 1-4	Approval letter and approved outline will be kept on file.
	6.3 Contact community-based agencies and organizations to schedule presentations on tobacco control topics and issues.	Weeks 1-4 and ongoing	List will be kept on file.
	6.4 Identify and/or develop educational materials to be used during presentations.	Weeks 1-4	
	6.4a Prior to distribution of educational materials, submit samples to DHS for review and approval.	Weeks 1-4	Approval letters and samples of approved educational materials will be kept on file.
	6.5 Prepare list of tobacco cessation programs and hotline numbers for distribution during large group meetings.	Weeks 1-4	List will be kept on file.
	6.6 Prepare monthly calendars, including location sites, dates, and times of presentations.	Monthly	Monthly calendar of projected activities will be submitted to DHS by the fifth working day of each month.
	6.7 Make presentations at large group meetings and complete appropriate evaluation forms.	Weeks 5-52	Submit appropriate evaluation forms to DHS by the fifth working day of each month.

## July 1, 2006 through June 30, 2007

**AGENCY NAME:** FIELD(Agency)

**GOAL:** Reduce the burden of disease and disability through policies that counter pro-tobacco influences, create smoke-free environments, and influence social norms so as to reduce the acceptability of tobacco use.

MEASURABLE OBJECTIVES	IMPLEMENTATION	TIME LINE	EVALUATION
<b>TOBACCO PREVENTION #1</b>			
7. Conduct <b>FIELD</b> (TP1) single session group training of volunteer peer outreach workers (more than 10 participants). Minimum length of training: 3 hours.	7.1 During program development period, create and submit for DHS approval, an action plan incorporating objectives and describing activities to be conducted.	Weeks 1-4	Approval letter and approved action plan will be kept on file.
<b>FIELD</b> (comment)	7.2 Develop a presentation outline, curriculum and pretest/posttest for training.	Weeks 1-4	
	7.2a Prior to conducting training, submit outline, curriculum and pretest/posttest to DHS for review and approval.	Weeks 1-4	Approval letter and approved outline, curriculum and pretest/posttest will be kept on file.
	7.3 Identify and recruit youth to be trained.	Weeks 1-12	List will be kept on file.
	7.4 Identify and/or develop educational materials to be used during training.	Weeks 1-4	
	7.4a Prior to training, submit samples of educational materials for to DHS for review and approval.	Weeks 1-4 and ongoing	Approval letters and samples of approved educational materials will be kept on file.
	7.5 Prepare list of tobacco cessation programs and hotline numbers for distribution during training.	Weeks 1-4	List will be kept on file.
	7.6 Prepare monthly calendars, including location sites, dates and times of training sessions.	Monthly	Monthly calendar of projected activities will be submitted to DHS by the fifth working day of each month.
	7.7 Conduct training sessions and complete appropriate evaluation forms.	Weeks 5-52	Submit appropriate evaluation forms to DHS by the fifth working day of each month.

**LOS ANGELES COUNTY DEPARTMENT OF HEALTH SERVICES - TOBACCO CONTROL AND PREVENTION PROGRAM**  
**SCOPE OF WORK**  
**July 1, 2006 through June 30, 2007**

**AGENCY NAME:** FIELD(Agency)

**GOAL:** Reduce the burden of disease and disability through policies that counter pro-tobacco influences, create smoke-free environments, and influence social norms so as to reduce the acceptability of tobacco use.

MEASURABLE OBJECTIVES	IMPLEMENTATION	TIME LINE	EVALUATION
<b>TOBACCO PREVENTION #2</b>			
8. Conduct <u>FIELD</u> (TP2) small group single session training for tobacco prevention presentations (5-10 participants - 12 years or older).	8.1 During program development period, create and submit for DHS approval, an action plan incorporating objectives and describing activities to be conducted.	Weeks 1-4	Approval letter and approved action plan will be kept on file.
<u>FIELD</u> (comment)	8.2 Identify opportunities for prevention presentations to children or teens.	Weeks 1-4 and ongoing	List will be kept on file.
	8.3 Develop an outline for prevention presentations.	Weeks 1-4	
	8.3a Prior to conducting prevention presentations, submit outline to DHS for review and approval.	Weeks 1-4	Approval letter and approved outline will be kept on file.
	8.4 Identify and/or develop educational materials to be used during prevention presentations.	Weeks 1-4 and ongoing	
	8.4a Prior to distribution of educational materials, submit samples to DHS for approval.	Weeks 1-4 and ongoing	Approval letters and samples of approved educational materials will be kept on file.
	8.5 Prepare list of tobacco cessation programs and hotline telephone numbers for dissemination at presentations.	Weeks 1-4	List will be kept on file.
	8.6 Prepare a monthly calendars, including location sites, dates and times of presentations.	Monthly	Monthly calendar of projected activities will be submitted to DHS by the fifth working day of each month.
	8.7 Conduct prevention presentations and submit appropriate evaluations.	Weeks 5-52	Submit appropriate evaluation forms to DHS by the fifth working day of each month.

## July 1, 2006 through June 30, 2007

<p><b>GOAL:</b> Reduce the burden of disease and disability through policies that counter pro-tobacco influences, create smoke-free environments, and influence social norms so as to reduce the acceptability of tobacco use.</p>			
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MEASURABLE OBJECTIVES	IMPLEMENTATION	TIME LINE	EVALUATION
<b>HEALTH PROMOTION #1</b>			
9. Conduct <b>FIELD(HP1)</b> small group single session tobacco cessation services (5-20 participants) to smokers.	9.1 During program development period, create and submit for DHS approval, an action plan incorporating objectives and describing activities to be conducted.	Weeks 1-4	Approval letter and approved action plan will be kept on file.
<b>FIELD(comment)</b>	9.2 Identify opportunities for health promotion presentations to adults in the target group.	Weeks 1-4	List will be kept on file.
	9.3 Develop an outline for health promotion presentations to adults.	Weeks 1-4	
	9.3a Prior to conducting presentations, submit outline to DHS for review and approval.	Weeks 1-4	Approval letter and approved outline will be kept on file.
	9.4 Identify and/or develop educational materials to be used during health promotion presentations.	Weeks 1-4 and ongoing	
	9.4a Prior to distribution of educational materials, submit samples to DHS for approval.	Weeks 1-4 and ongoing	Approval letters and samples of approved educational materials will be kept on file.
	9.5 Prepare list of tobacco cessation programs and hotline telephone numbers for dissemination at presentations.	Weeks 1-4	List will be kept on file.
	9.6 Prepare monthly calendars, including location sites, dates, and times of presentations.	Monthly	Monthly calendar of projected activities will be submitted to DHS by the fifth working day of each month.
	9.7 Conduct presentations and submit appropriate evaluation forms to DHS.	Weeks 5-52	Submit appropriate evaluation forms to DHS by the fifth working day of each month.

LOS ANGELES COUNTY DEPARTMENT OF HEALTH SERVICES - TOBACCO CONTROL AND PREVENTION PROGRAM  
SCOPE OF WORK  
July 1, 2006 through June 30, 2007

AGENCY NAME: FIELD(Agency)

GOAL: Reduce the burden of disease and disability through policies that counter pro-tobacco influences, create smoke-free environments, and influence social norms so as to reduce the acceptability of tobacco use.

MEASURABLE OBJECTIVES	IMPLEMENTATION	TIME LINE	EVALUATION
<p>10. Face to face outreach (initial and follow-up visits) to <u>FIELD(MOI)</u> merchants to advocate for tobacco issues, discuss current state or local regulations that pertain to the sale of tobacco to minors, the sale of single cigarettes, and tobacco advertising, and assess compliance with laws/regulations.</p> <p><u>FIELD(comment)</u></p>	10.1 During program development period, create and submit for DHS approval, an action plan incorporating objectives and describing activities to be conducted.	Weeks 1-4	Approval letter and approved action plan will be kept on file.
	10.2 Identify retail sites selling tobacco products (liquor stores, gas stations, convenience stores, etc.) to target for merchant outreach.	Weeks 1-4 and ongoing	List will be kept on file.
	10.3 Develop an outline for merchant outreach to retail sites selling tobacco products.	Weeks 1-4	
	10.3a Prior to conducting outreach, submit outline to DHS for review and approval.	Weeks 1-4	Approval letter and approved outline will be kept on file.
	10.4 Identify and/or develop outreach and educational materials to be used for merchant outreach.	Weeks 1-4	
	10.4a Prior to distribution of outreach and educational materials, submit samples to DHS for review and approval.	Weeks 1-4	Approval letter and samples of approved materials will be kept on file.
	10.5 Prepare list of tobacco cessation programs and hotline telephone numbers for dissemination at presentations.	Weeks 1-4	List will be kept on file.
	10.6 Prepare monthly calendars, including locations, dates, and times of merchant outreach.	Monthly	Monthly calendar of projected activities will be submitted to DHS by the fifth working day of each month.
	10.7 Observe at target facility to determine if they are in compliance with STAKE ACT. Refer to Merchant Outreach and Education Protocol for guidelines and required evaluations. Observe site to determine if facility is selling single cigarettes. Refer to single cigarettes section of the protocol for guidance. Meet with manager or supervisor of the facility to discuss the provisions of the STAKE ACT and/or single cigarette laws. Distribute DHS approved brochures and fact sheets as needed. If the site has a self service tobacco display, discuss the viability of removing such a display.	Weeks 5-52	Submit appropriate evaluation forms to DHS by the fifth working day of each month.
	10.8 Make follow-up visits to determine compliance with STAKE ACT.	Weeks 5-52	Submit appropriate evaluation forms to DHS by the fifth working day of each month.

**LOS ANGELES COUNTY DEPARTMENT OF HEALTH SERVICES - TOBACCO CONTROL AND PREVENTION PROGRAM**  
**SCOPE OF WORK**  
**July 1, 2006 through June 30, 2007**

**AGENCY NAME:** FIELD(Agency)

**GOAL:** Reduce the burden of disease and disability through policies that counter pro-tobacco influences, create smoke-free environments, and influence social norms so as to reduce the acceptability of tobacco use.

MEASURABLE OBJECTIVES	IMPLEMENTATION	TIME LINE	EVALUATION
<b>MERCHANT HEALTH PROMOTION #1</b>			
11. Conduct <u>FIELD(MHP)</u> employee training and distribute tobacco brochures/educational materials/law to merchants, assist merchants to remove self-service displays or advertising, and/or provide employees with a list of available cessation programs and hotline numbers.	11.1 During program development period, create and submit for DHS approval, an action plan incorporating objectives and describing activities to be conducted.	Weeks 1-4	Approval letter and approved action plan will be kept on file.
	11.2 During initial merchant outreach contact, identify merchants in need of information regarding regulations that pertain to smoking and the sale of tobacco.	Weeks 1-4 and ongoing	List will be kept on file.
	11.3 Develop a presentation outline for health promotion to merchants and their employees at retail sites selling tobacco products.	Weeks 1-4	
<u>FIELD(comment)</u>	11.3a Prior to conducting merchant health promotion, submit outline to DHS for review and approval.	Weeks 1-4	Approval letter and approved outline will be kept on file.
	11.4 Identify and/or develop educational materials to be used for merchant health promotion.	Weeks 1-4	
	11.4a Prior to distribution of educational materials, submit samples to DHS for review and approval.	Weeks 1-4	Approval letter and samples of approved educational materials will be kept on file.
	11.5 Prepare list of tobacco cessation programs and hotline telephone numbers for dissemination during merchant health promotion.	Weeks 1-4	List will be kept on file.
	11.6 Prepare monthly calendars, including locations, dates, and times of merchant outreach.	Monthly	Monthly calendar of projected activities will be submitted to DHS by the fifth working day of each month.
	11.7 Visit retail sites to provide merchants and employees with information regarding cessation programs, hotline telephone numbers, and how to protect themselves from ETS.	Weeks 5-52	Submit appropriate evaluation forms to DHS by the fifth working day of each month.

LOS ANGELES COUNTY DEPARTMENT OF HEALTH SERVICES - TOBACCO CONTROL AND PREVENTION PROGRAM  
SCOPE OF WORK  
July 1, 2006 through June 30, 2007

AGENCY NAME: FIELD(Agency)

GOAL: Reduce the burden of disease and disability through policies that counter pro-tobacco influences, create smoke-free environments, and influence social norms so as to reduce the acceptability of tobacco use.

MEASURABLE OBJECTIVES	IMPLEMENTATION	TIME LINE	EVALUATION
<b>BUSINESS OUTREACH #1</b>			
12. Face to face outreach (initial and follow-up visits) to <u>FIELD(BO1)</u> business owners/managers with three (3) or more employees, to advocate for tobacco issues, discuss current state or local regulations that pertain to smoking in the workplace, and provide employees with a list of available cessation programs and hotline numbers.	12.1 During program development period, create and submit for DHS approval, an action plan incorporating objectives and describing activities to be conducted.	Weeks 1-4	Approval letter and approved action plan will be kept on file.
<u>FIELD(comment)</u>	12.2 Identify businesses to target for outreach using DHS information and other databases.	Weeks 1-4	List will be kept on file.
	12.3 Develop a presentation outline for business outreach.	Weeks 1-4	
	12.3a Prior to conducting outreach, submit outline to DHS for review and approval.	Weeks 1-4	Approval letter and approved outline will be kept on file.
	12.4 Identify and/or develop outreach and educational materials to be used for business outreach.	Weeks 1-4	
	12.4a Prior to distribution of outreach and educational materials, submit samples to DHS for review and approval.	Weeks 1-4	Approval letter and samples of approved educational and outreach materials will be kept on file.
	12.5 Prepare list of tobacco cessation programs and hotline telephone numbers for dissemination during business outreach.	Weeks 1-4	List will be kept on file.
	12.6 Prepare monthly calendars, including locations, dates, and times of merchant outreach.	Monthly	Monthly calendar of projected activities will be submitted to DHS by the fifth working day of each month.
	12.7 Visit targeted businesses and observe facilities to determine if they are in compliance with AB13. If they are not, meet with manager or supervisor of the facility to discuss the provisions of AB13. Distribute brochures and fact sheets as needed. Refer to Small Business Outreach Protocol for guidelines and required evaluation forms.	Weeks 5-52	Submit appropriate evaluation forms to DHS by the fifth working day of each month.
	12.8 Complete follow-up visits to ensure compliance with AB13.	Weeks 5-52	Submit appropriate evaluation forms to DHS by the fifth working day of each month.

**LOS ANGELES COUNTY DEPARTMENT OF HEALTH SERVICES - TOBACCO CONTROL AND PREVENTION PROGRAM**  
**SCOPE OF WORK**  
**July 1, 2006 through June 30, 2007**

**AGENCY NAME:** FIELD(Agency)

**GOAL:** Reduce the burden of disease and disability through policies that counter pro-tobacco influences, create smoke-free environments, and influence social norms so as to reduce the acceptability of tobacco use.

MEASURABLE OBJECTIVES	IMPLEMENTATION	TIME LINE	EVALUATION
<b>BUSINESS HEALTH PROMOTION #1</b>			
13. Conduct <u>FIELD(BHP1)</u> employee training, distribute self-help materials and other tobacco brochures/educational materials/laws in small businesses, and/or provide employees with a list of available cessation programs and hotline nubmers.	13.1 During program development period, create and submit for DHS approval, an action plan incorporating objectives and describing activities to be conducted.	Weeks 1-4	Approval letter and approved action plan will be kept on file.
<u>FIELD(comment)</u>	13.2 Work with DHS to identify businesses in need of information regarding smoke free workplace laws.	Weeks 1-4	List will be kept on file.
	13.3 Develop a presentation outline for business health promotion.	Weeks 1-4	
	13.3a Prior to conducting business health promotion, submit outline to DHS for review and approval.	Weeks 1-4	Approval letter and approved outline will be kept on file.
	13.4 Identify and/or develop educational materials appropriate for business health promotion.	Weeks 1-4	
	13.4a Prior to distribution of educational materials, submit to DHS for review and approval.	Weeks 1-4	Approval letter and approved educational materials will be kept on file.
	13.5 Prepare list of tobacco cessation programs and hotline telephone numbers for dissemination at businesses.	Weeks 1-4	List will be kept on file.
	13.6 Prepare monthly calendars, including locations, dates, and times of merchant outreach.	Monthly	Monthly calendar of projected activities will be submitted to DHS by the fifth working day of each month.
	13.7 Visit business sites to provide employees with information regarding the smoke free workplace law, tobacco cessation programs and hotline telephone numbers, and how to protect themselves from ETS.	Weeks 5-52	Submit appropriate evaluation forms to DHS by the fifth working day of each month.

(Agency)

**SCHEDULE IV**

**July 1, 2006 through June 30, 2007**

**CATEGORY 2**

		<b>July 1, 2006 through June 30, 2007 PROP 99 Reimbursement Amount</b>
<b>I.</b>	<b>UNIT COST</b> (Based on 13 objectives)	\$84,500
<b>II.</b>	<b>PROGRAM DEVELOPMENT*</b>	0
<b>III.</b>	<b>TOTAL BUDGET</b>	\$84,500

\* Reimbursement is for the first month only and is based on a line item budget that is on file with DHS Tobacco Control and Prevention Program.

Contract No. H-700228-1

**TOBACCO CONTROL AND PREVENTION MEDIA ADVERTISING, PUBLIC  
RELATIONS AND PUBLIC EDUCATION SERVICES AGREEMENT**

Amendment No. 1

THIS AMENDMENT is made and entered into this \_\_\_\_\_ day  
of \_\_\_\_\_, 2004,

by and between                      COUNTY OF LOS ANGELES (hereafter  
   "County"),  
  
and                                      RON ROGERS & ASSOCIATES  
   (hereafter "Contractor").

WHEREAS reference is made to that certain document entitled  
"RON ROGERS AND ASSOCIATES", dated January 6, 2004, and further  
identified as County Agreement No. H-700228, between the County  
and Asian Youth Center ("Contractor") and any Amendments thereto  
(all hereafter referred to as "Agreement "); and

WHEREAS, it is the intent of the parties hereto to amend  
Agreement to decrease the maximum County obligation and make  
other hereinafter designated changes; and

WHEREAS, said Agreement provides that changes may be made in  
the form of a written amendment which is formally approved and  
executed by the parties.

NOW, THEREFORE, the parties hereto agree as follows:

1. This Amendment shall be effective July 1, 2004.
2. Paragraph 1, TERM, shall be revised as follows:

"1. TERM: The term of this Agreement shall be effective the date of Board approval , and shall continue, unless sooner terminated or cancelled, in full force and effect, to and including June 30, 2005, with two (one) year automatic renewals through June 30, 2007, contingent upon the availability and approval of California Department of Health Services (CDHS) funding and the County's progress in meeting the contractual obligations for tobacco control and prevention services with the CDHS Tobacco Control Section.

In any event, this agreement may be cancelled or terminated at any time by either party, with or without cause, upon the giving of at least thirty (30) calendar days advance written notice to the other party. Further, County may also suspend the performance of services hereunder, in whole or in part, upon the giving of at least thirty (30) calendar days advance written notice to Contractor. County's notice shall set forth the extent of the suspension and the requirements for full restoration of the performance obligations.

Notwithstanding any other provision of this Agreement, the failure of Contractor or its officer, employees, agents, or subcontractors, to comply with any of the terms of this Agreement or any written directions by or on behalf of County issued pursuant hereto shall constitute a material breach hereto, and this Agreement may be terminated by County immediately. County's failure to exercise this right of termination shall not constitute a waiver of such right which may be exercised at any subsequent time.

3. Paragraph 2, DESCRIPTION OF SERVICES, shall be revised as follows:

"2. DESCRIPTION OF SERVICES: Contractor shall provide tobacco control and prevention services in the manner described in Attachments I, II, III, and IV Scopes of Work, attached hereto and incorporated herein by reference.

In addition, all services provided during the term of this Agreement shall be in the manner and form described herein and in the following documents, all of which are attached hereto and incorporated herein by reference:

- (1) Exhibit A - Description of Services
- (2) Exhibit B - State of California Department of Health Services Additional

Provisions

(3) Exhibit C - Educational Materials Standards

(4) Exhibit D - Guidelines on Use of Incentives."

4. Paragraph 5, MAXIMUM OBLIGATION OF COUNTY, shall be revised as follows:

"5. MAXIMUM OBLIGATION OF COUNTY:

A. During the period of date of Board approval through June 30, 2004, the maximum obligation of County for all services provided hereunder shall not exceed Three Hundred Thousand Dollars (\$300,000). Contractor shall use such funds only to pay for services as set forth in Schedule 1, attached hereto and incorporated herein by reference, and only to the extent that such funds are reimbursable to County from the State.

B. During the period July 1, 2004 through June 30, 2005, the maximum obligation of County for all services provided hereunder shall not exceed Two Hundred Thousand, Dollars (\$200,000). Contractor shall use such funds only to pay for services as set forth in Schedule 2, attached hereto and incorporated herein by reference, and only to the extent that such funds are reimbursable to County from the State.

C. During the period July 1, 2005 through June 30,

2006, the maximum obligation of County for all services provided hereunder shall not exceed Two Hundred Thousand, Dollars (\$200,000). Contractor shall use such funds only to pay for services as set forth in Schedule 3, attached hereto and incorporated herein by reference, and only to the extent that such funds are reimbursable to County from the State.

D. During the period July 1, 2006 through June 30, 2007, the maximum obligation of County for all services provided hereunder shall not exceed Two Hundred Thousand, Dollars (\$200,000). Contractor shall use such funds only to pay for services as set forth in Schedule 4, attached hereto and incorporated herein by reference, and only to the extent that such funds are reimbursable to County from the State.

E. In no event shall County be required to pay Contractor more than the maximum obligation of County as set forth in this Paragraph."

5. Paragraph 19, CONTRACTOR'S WARRANTY OF ADHERENCE TO COUNTY'S CHILD SUPPORT COMPLIANCE PROGRAM, shall be revised as follows:

"19. CONTRACTOR'S WARRANTY OF ADHERENCE TO COUNTY'S CHILD SUPPORT COMPLIANCE PROGRAM:

A. Contractor acknowledges that County has established a goal of ensuring that all individuals who benefit financially from County through contract are in compliance with their court-ordered child, family, and spousal support obligations in order to mitigate the economic burden otherwise imposed upon County and its taxpayers.

As required by County's Child Support Compliance Program (County Code Chapter 2.200) and without limiting Contractor's duty under this contract to comply with all applicable provision of law, Contractor warrants that it is now in compliance and shall during the term of this contract maintain in compliance with employment and wage reporting requirements as required by the Federal Social Security Act (42 USC Section 653a) and California Unemployment Insurance Code Section 1088.5, and shall implement all lawfully served Wage and Earnings Withholding Orders or CSSD Notice of Wage and Earnings Assignment for Child, Family, or Spousal Support, pursuant to Code of Civil Procedure Section 706.031 and Family Code Section 5246(b).

B. TERMINATION FOR BREACH OF WARRANTY TO MAINTAIN COMPLIANCE WITH COUNTY'S CHILD SUPPORT COMPLIANCE PROGRAM:

Failure of Contractor to maintain compliance with the requirements set forth in Paragraph 19 "CONTRACTOR'S WARRANTY OF ADHERENCE TO COUNTY'S CHILD SUPPORT COMPLIANCE PROGRAM" shall constitute default under this contract. Without limiting the rights and remedies available to County under any other provision of this contract, failure of Contractor to cure such default within 90 calendar days of written notice shall be grounds upon which County may terminate this contract pursuant to Paragraph 29, "TERMINATION FOR CONTRACTOR'S DEFAULT" and pursue debarment of Contractor pursuant to County Code Chapter 2.202."

6. Paragraph 30, CONTRACTOR RESPONSIBILITY AND DEBARMENT, shall be revised as follows:

"30. CONTRACTOR RESPONSIBILITY AND DEBARMENT:

A. A responsible Contractor is a Contractor who has demonstrated the attribute of trustworthiness, as well as quality, fitness, capacity and experience to satisfactorily perform the contract. It is the County's policy to conduct business only with responsible contractors.

B. The Contractor is hereby notified that, in accordance with Chapter 2.202 of the County Code, if the

County acquires information concerning the performance of the Contractor on this or other contracts which indicates that the Contractor is not responsible, the County may, in addition to other remedies provided in the contract, debar the Contractor from bidding or proposing on, or being awarded, and/or performing work on County contracts for a specified period of time not to exceed 3 years, and terminate any or all existing contracts the Contractor may have with the County.

C. The County may debar a Contractor if the Board of Supervisors finds, in its discretion, that the Contractor has done any of the following: (1) violated a term of contract with the County or a nonprofit corporation created by the County, (2) committed an act or omission which negatively reflects on the Contractor's quality, fitness or capacity to perform a contract with the County, any other public entity, or a nonprofit corporation created by the County, or engaged in a pattern or practice which negatively reflects on same, (3) committed an act or offense which indicated a lack of business integrity or business honesty, or (4) made or submitted a false claim against the County or any other public entity.

D. If there is evidence that the Contract may be subject to debarment, the Department will notify the Contractor in writing of the evidence which is the basis for the proposed debarment and will advise the Contractor of the scheduled date for a debarment hearing before the Contractor Hearing Board.

E. The Contractor Hearing Board will conduct a hearing where evidence on the proposed debarment is presented. The Contractor and/or the Contractor's representative shall be given an opportunity to submit evidence at that hearing. After the hearing, the Contractor Hearing Board shall prepare a tentative proposed decision, which shall contain a recommendation regarding whether the contractor shall be debarred, and, if so, the appropriate length of time of the debarment. The Contractor and the Department shall be provided an opportunity to object to the tentative proposed decision prior to its presentation to the Board of Supervisors.

F. After consideration of any objections, or if no objections are submitted, a record of the hearing, the proposed decision and any other recommendation of the Contractor Hearing Board shall be presented to the Board of Supervisors. The Board of Supervisors shall have the right to modify, deny or adopt the proposed

decision and recommendation of the Hearing Board.

G. These terms shall also apply to [subcontractors/  
subconsultants] of County Contractors.

7. Effective July 1, 2004, Attachments II, III, and IV  
shall be added to the Agreement.

8. Effective July 1, 2004, Schedules 2, 3, and 4 shall be  
added to the Agreement.

9. Except for the changes set forth hereinabove, Agreement  
shall not be changed in any other respect by this Amendment.

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IN WITNESS WHEREOF, the Board of Supervisors of the County of Los Angeles has caused this Amendment to be subscribed by its Director of Health Services, and Contractor has caused this Amendment to be subscribed in its behalf by its duly authorized officer, the day, month, and year first above written.

COUNTY OF LOS ANGELES

By \_\_\_\_\_  
Thomas L. Garthwaite, M.D.  
Director and Chief Medical Officer

\_\_\_\_\_  
RON ROGERS & ASSOCIATES  
Contractor

By \_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

Title \_\_\_\_\_  
(AFFIX CORPORATE SEAL HERE)

APPROVED AS TO FORM  
BY THE OFFICE OF THE COUNTY COUNSEL

APPROVED AS TO CONTRACT  
ADMINISTRATION:

Department of Health Services

By \_\_\_\_\_  
Irene E. Riley, Director  
Contract Administration

AMENDCD.3501  
kh:5/27/04

**RON ROGERS & ASSOCIATES**  
**SCOPE OF WORK**  
**July 1, 2004 through June 30, 2005**

OBJECTIVES	IMPLEMENTATION ACTIVITIES	TIMELINE	METHODS OF EVALUATION PROCESS AND/OR OUTCOME OF OBJECTIVES
1. By 6/30/05, implement a media campaign to increase public awareness, support and compliance with existing smoke-free laws.	1.1 Work with DHS and DHS-funded task forces to assess compliance with state and local smoke-free laws.	Month 1	Meeting attendance and notes will be kept on file.
	1.2 In conjunction with DHS and task forces, develop media messages and conduct a minimum of three focus groups with community members, to determine appropriateness of the messages.	Month 2	Focus group reports will be submitted to DHS and copies kept on file.
	1.3 Conduct strategy meetings with task forces to ensure educational messages are consistent as well as culturally and linguistically appropriate. Ensure task force buy-in and support for the media campaign.	Month 3	Meeting attendance and notes will be kept on file.
	1.4 Implement media campaign, using the messages and strategies developed. Involve task forces as necessary.	Months 4-6	Distribution lists, new educational material, community feedback, clippings, radio tapes, etc. will be kept on file.
	1.5 After quantitative evaluation data is collected and analyzed by DHS, publicize results of media campaign.	Month 6	Press releases will be submitted to DHS for approval and kept on file, with clippings of published articles.

**RON ROGERS & ASSOCIATES**  
**SCOPE OF WORK**  
**July 1, 2004 through June 30, 2005**

<b>OBJECTIVES</b>	<b>IMPLEMENTATION ACTIVITIES</b>	<b>TIMELINE</b>	<b>METHODS OF EVALUATION PROCESS AND/OR OUTCOME OF OBJECTIVES</b>
2. By 6/30/05, implement a media campaign to counter pro-tobacco influences in the media and movie industry.	2.1 Work with DHS-funded task forces and community members to identify issues.	Month 1	Meeting attendance and notes will be kept on file.
	2.2 In conjunction with task forces, develop media messages and conduct a focus group with community members, to determine appropriateness of the messages.	Month 2	Focus group reports will be submitted to DHS and copies kept on file.
	2.3 Conduct strategy meetings with task forces to ensure educational messages are consistent as well as culturally and linguistically appropriate. Ensure task force buy-in and support for the media campaign.	Month 3	Meeting attendance and notes will be kept on file.
	2.4 Implement media campaign, using the messages and strategies developed. Involve task forces as necessary.	Months 4-5	Distribution lists, educational and promotional material, community feedback, clippings, radio tapes, etc. will be kept on file.
	2.5 After quantitative evaluation data is collected and analyzed by DHS, publicize results of media campaign.	Month 6	Press releases will be submitted to DHS for approval and kept on file, with clippings of published articles.

**RON ROGERS & ASSOCIATES**  
**SCOPE OF WORK**  
**July 1, 2004 through June 30, 2005**

OBJECTIVES	IMPLEMENTATION ACTIVITIES	TIMELINE	METHODS OF EVALUATION PROCESS AND/OR OUTCOME OF OBJECTIVES
3. By 3/31/05, counter pro-tobacco influences on community and civic events including tobacco sponsorship of "bar nights" by developing two communication kits and appropriate smoke-free signage, and by conducting two message trainings for the DHS-funded civic events task force.	3.1 Work with DHS-funded task force and community members to identify issues.	Month 1	Meeting attendance and notes will be kept on file.
	3.2 In conjunction with task force, develop media messages, smoke-free signage and two communication kits that are consistent as well as culturally and linguistically appropriate.	Months 1-2	Communication kits, media messages and signage will be submitted to DHS for approval. Copies will be kept on file.
	3.3 Conduct two focus groups with community members, to determine appropriateness of the messages, signage and communication kits.	Month 2	Focus group reports will be kept on file.
	3.4 Distribute communication kits to task force members and conduct two message trainings for them.	Month 3	Training agendas and educational materials will be submitted to DHS for approval and kept on file.
	3.5 Meet with task force to discuss effectiveness of communication kits, signage and media messages.	Months 4-5	Meeting attendance and notes will be kept on file.

**RON ROGERS & ASSOCIATES**  
**SCOPE OF WORK**  
**July 1, 2004 through June 30, 2005**

OBJECTIVES	IMPLEMENTATION ACTIVITIES	TIMELINE	METHODS OF EVALUATION PROCESS AND/OR OUTCOME OF OBJECTIVES
4. By 3/31/05, increase public awareness of the hazards of secondhand smoke and the need for smoke-free policies in multi-unit housing, on college campuses, and on beaches and piers by developing communication kits and appropriate smoke-free signage, and by conducting message training for three DHS-funded task forces.	4.1 Work with community members and three DHS-funded task forces to identify issues.	Month 1	Meeting attendance and notes will be kept on file.
	4.2 In conjunction with task forces, develop media messages, smoke-free signage and three communication kits that are consistent as well as culturally and linguistically appropriate.	Months 1-2	Communication kits, media messages and signage will be submitted to DHS for approval. Copies will be kept on file.
	4.3 Conduct three focus groups with community members, to determine appropriateness of the messages, signage and communication kits.	Month 2	Focus group reports will be kept on file.
	4.4 Distribute communication kits to task forces and conduct three message trainings.	Month 3	Training agendas and educational materials will be submitted to DHS for approval and kept on file.
	4.5 Meet with task forces to discuss effectiveness of media messages, signage and communication kits.	Months 4-5	Meeting attendance and notes will be kept on file.

# RON ROGERS & ASSOCIATES

July 1, 2004 through June 30, 2005

## SCHEDULE 2

<b>Public Relations Activities</b>	
Hourly Fees*	\$109,000.00
Media Production and Placement	\$42,000.00
Vendor Services	\$10,000.00
Materials	\$20,000.00
Training/Technical Support and Assistance	\$14,000.00
Communication, Postage, Mileage, Other Expenses	\$5,000.00
<b>TOTAL BUDGET</b>	<b>\$200,000.00</b>

\*Hourly fees are for: 1) creating and overseeing implementation of events/promotions, 2) initiating and managing subcontracts, 3) developing public relations stories, and 4) processing invoices, reports and other administrative requirements. These hourly fees are negotiated based on industry standards in an effort to obtain fee uniformity among all media contractors. No less than 85% of these hourly fees will be devoted strictly to program implementation and public relations.

\*\*Industry standard media purchasing commission of 15% included in total

**RON ROGERS & ASSOCIATES**  
**SCOPE OF WORK**  
**July 1, 2005 through June 30, 2006**

OBJECTIVES	IMPLEMENTATION ACTIVITIES	TIMELINE	METHODS OF EVALUATION PROCESS AND/OR OUTCOME OF OBJECTIVES
1. By 6/30/06, implement a media campaign to increase public awareness, support and compliance with existing smoke-free laws.	1.1 Work with DHS and DHS-funded task forces to assess compliance with state and local smoke-free laws.  1.2 In conjunction with DHS and task forces, develop media messages and conduct a minimum of three focus groups with community members, to determine appropriateness of the messages.	Month 1  Month 2	Meeting attendance and notes will be kept on file.  Focus group reports will be submitted to DHS and copies kept on file.
1.3	Conduct strategy meetings with task forces to ensure educational messages are consistent as well as culturally and linguistically appropriate. Ensure task force buy-in and support for the media campaign.	Month 3	Meeting attendance and notes will be kept on file.
1.4	Implement media campaign, using the messages and strategies developed. Involve task forces as necessary.	Months 4-6	Distribution lists, new educational material, community feedback, clippings, radio tapes, etc. will be kept on file.
1.5	After quantitative evaluation data is collected and analyzed by DHS, publicize results of media campaign.	Month 6	Press releases will be submitted to DHS for approval and kept on file, with clippings of published articles.

**RON ROGERS & ASSOCIATES**  
**SCOPE OF WORK**  
**July 1, 2005 through June 30, 2006**

OBJECTIVES	IMPLEMENTATION ACTIVITIES	TIMELINE	METHODS OF EVALUATION PROCESS AND/OR OUTCOME OF OBJECTIVES
2. By 6/30/06, implement a media campaign to counter pro-tobacco influences in the media and movie industry.	2.1 Work with DHS-funded task forces and community members to identify issues.	Month 1	Meeting attendance and notes will be kept on file.
	2.2 In conjunction with task forces, develop media messages and conduct a focus group with community members, to determine appropriateness of the messages.	Month 2	Focus group reports will be submitted to DHS and copies kept on file.
	2.3 Conduct strategy meetings with task forces to ensure educational messages are consistent as well as culturally and linguistically appropriate. Ensure task force buy-in and support for the media campaign.	Month 3	Meeting attendance and notes will be kept on file.
	2.4 Implement media campaign, using the messages and strategies developed. Involve task forces as necessary.	Months 4-5	Distribution lists, educational and promotional material, community feedback, clippings, radio tapes, etc. will be kept on file.
	2.5 After quantitative evaluation data is collected and analyzed by DHS, publicize results of media campaign.	Month 6	Press releases will be submitted to DHS for approval and kept on file, with clippings of published articles.

**RON ROGERS & ASSOCIATES**  
**SCOPE OF WORK**  
**July 1, 2005 through June 30, 2006**

OBJECTIVES	IMPLEMENTATION ACTIVITIES	TIMELINE	METHODS OF EVALUATION PROCESS AND/OR OUTCOME OF OBJECTIVES
3. By 3/31/06, counter pro-tobacco influences on community and civic events including tobacco sponsorship of "bar nights" by developing two communication kits and appropriate smoke-free signage, and by conducting two message trainings for the DHS-funded civic events task force.	3.1 Work with DHS-funded task force and community members to identify issues.	Month 1	Meeting attendance and notes will be kept on file.
	3.2 In conjunction with task force, develop media messages, smoke-free signage and two communication kits that are consistent as well as culturally and linguistically appropriate.	Months 1-2	Communication kits, media messages and signage will be submitted to DHS for approval. Copies will be kept on file.
	3.3 Conduct two focus groups with community members, to determine appropriateness of the messages, signage and communication kits.	Month 2	Focus group reports will be kept on file.
	3.4 Distribute communication kits to task force members and conduct two message trainings for them.	Month 3	Training agendas and educational materials will be submitted to DHS for approval and kept on file.
	3.5 Meet with task force to discuss effectiveness of communication kits, signage and media messages.	Months 4-5	Meeting attendance and notes will be kept on file.

**RON ROGERS & ASSOCIATES**  
**SCOPE OF WORK**  
**July 1, 2005 through June 30, 2006**

<b>OBJECTIVES</b>	<b>IMPLEMENTATION ACTIVITIES</b>	<b>TIMELINE</b>	<b>METHODS OF EVALUATION PROCESS AND/OR OUTCOME OF OBJECTIVES</b>
4. By 3/31/06, increase public awareness of the hazards of secondhand smoke and the need for smoke-free policies in multi-unit housing, on college campuses, and on beaches and piers by developing communication kits and appropriate smoke-free signage, and by conducting message training for three DHS-funded task forces.	<p>4.1 Work with community members and three DHS-funded task forces to identify issues.</p> <p>4.2 In conjunction with task forces, develop media messages, smoke-free signage and three communication kits that are consistent as well as culturally and linguistically appropriate.</p> <p>4.3 Conduct three focus groups with community members, to determine appropriateness of the messages, signage and communication kits.</p> <p>4.4 Distribute communication kits to task forces and conduct three message trainings.</p> <p>4.5 Meet with task forces to discuss effectiveness of media messages, signage and communication kits.</p>	<p>Month 1</p> <p>Months 1-2</p> <p>Month 2</p> <p>Month 3</p> <p>Months 4-5</p>	<p>Meeting attendance and notes will be kept on file.</p> <p>Communication kits, media messages and signage will be submitted to DHS for approval. Copies will be kept on file.</p> <p>Focus group reports will be kept on file.</p> <p>Training agendas and educational materials will be submitted to DHS for approval and kept on file.</p> <p>Meeting attendance and notes will be kept on file.</p>

# RON ROGERS & ASSOCIATES

July 1, 2005 through June 30, 2006

## SCHEDULE 3

<b>Public Relations Activities</b>	
Hourly Fees*	\$109,000.00
Media Production and Placement	\$42,000.00
Vendor Services	\$10,000.00
Materials	\$20,000.00
Training/Technical Support and Assistance	\$14,000.00
Communication, Postage, Mileage, Other Expenses	\$5,000.00
<b>TOTAL BUDGET</b>	<b>\$200,000.00</b>

\*Hourly fees are for: 1) creating and overseeing implementation of events/promotions, 2) initiating and managing subcontracts, 3) developing public relations stories, and 4) processing invoices, reports and other administrative requirements. These hourly fees are negotiated based on industry standards in an effort to obtain fee uniformity among all media contractors. No less than 85% of these hourly fees will be devoted strictly to program implementation and public relations.

\*\*Industry standard media purchasing commission of 15% included in total

**RON ROGERS & ASSOCIATES**  
**SCOPE OF WORK**  
**July 1, 2006 through June 30, 2007**

OBJECTIVES	IMPLEMENTATION ACTIVITIES	TIMELINE	METHODS OF EVALUATION PROCESS AND/OR OUTCOME OF OBJECTIVES
1. By 6/30/07, implement a media campaign to increase public awareness, support and compliance with existing smoke-free laws.	1.1 Work with DHS and DHS-funded task forces to assess compliance with state and local smoke-free laws.  1.2 In conjunction with DHS and task forces, develop media messages and conduct a minimum of three focus groups with community members, to determine appropriateness of the messages.	Month 1  Month 2	Meeting attendance and notes will be kept on file.  Focus group reports will be submitted to DHS and copies kept on file.
1.3	Conduct strategy meetings with task forces to ensure educational messages are consistent as well as culturally and linguistically appropriate. Ensure task force buy-in and support for the media campaign.	Month 3	Meeting attendance and notes will be kept on file.
1.4	Implement media campaign, using the messages and strategies developed. Involve task forces as necessary.	Months 4-6	Distribution lists, new educational material, community feedback, clippings, radio tapes, etc. will be kept on file.
1.5	After quantitative evaluation data is collected and analyzed by DHS, publicize results of media campaign.	Month 6	Press releases will be submitted to DHS for approval and kept on file, with clippings of published articles.

**RON ROGERS & ASSOCIATES**  
**SCOPE OF WORK**  
**July 1, 2006 through June 30, 2007**

<b>OBJECTIVES</b>	<b>IMPLEMENTATION ACTIVITIES</b>	<b>TIMELINE</b>	<b>METHODS OF EVALUATION PROCESS AND/OR OUTCOME OF OBJECTIVES</b>
2. By 6/30/07, implement a media campaign to counter pro-tobacco influences in the media and movie industry.	2.1 Work with DHS-funded task forces and community members to identify issues.	Month 1	Meeting attendance and notes will be kept on file.
	2.2 In conjunction with task forces, develop media messages and conduct a focus group with community members, to determine appropriateness of the messages.	Month 2	Focus group reports will be submitted to DHS and copies kept on file.
	2.3 Conduct strategy meetings with task forces to ensure educational messages are consistent as well as culturally and linguistically appropriate. Ensure task force buy-in and support for the media campaign.	Month 3	Meeting attendance and notes will be kept on file.
	2.4 Implement media campaign, using the messages and strategies developed. Involve task forces as necessary.	Months 4-5	Distribution lists, educational and promotional material, community feedback, clippings, radio tapes, etc. will be kept on file.
	2.5 After quantitative evaluation data is collected and analyzed by DHS, publicize results of media campaign.	Month 6	Press releases will be submitted to DHS for approval and kept on file, with clippings of published articles.

**RON ROGERS & ASSOCIATES**  
**SCOPE OF WORK**  
**July 1, 2006 through June 30, 2007**

OBJECTIVES	IMPLEMENTATION ACTIVITIES	TIMELINE	METHODS OF EVALUATION PROCESS AND/OR OUTCOME OF OBJECTIVES
3. By 3/31/07, counter pro-tobacco influences on community and civic events including tobacco sponsorship of "bar nights" by developing two communication kits and appropriate smoke-free signage, and by conducting two message trainings for the DHS-funded civic events task force.	3.1 Work with DHS-funded task force and community members to identify issues.	Month 1	Meeting attendance and notes will be kept on file.
	3.2 In conjunction with task force, develop media messages, smoke-free signage and two communication kits that are consistent as well as culturally and linguistically appropriate.	Months 1-2	Communication kits, media messages and signage will be submitted to DHS for approval. Copies will be kept on file.
	3.3 Conduct two focus groups with community members, to determine appropriateness of the messages, signage and communication kits.	Month 2	Focus group reports will be kept on file.
	3.4 Distribute communication kits to task force members and conduct two message trainings for them.	Month 3	Training agendas and educational materials will be submitted to DHS for approval and kept on file.
	3.5 Meet with task force to discuss effectiveness of communication kits, signage and media messages.	Months 4-5	Meeting attendance and notes will be kept on file.

**RON ROGERS & ASSOCIATES**  
**SCOPE OF WORK**  
**July 1, 2006 through June 30, 2007**

OBJECTIVES	IMPLEMENTATION ACTIVITIES	TIMELINE	METHODS OF EVALUATION PROCESS AND/OR OUTCOME OF OBJECTIVES
4. By 3/31/07, increase public awareness of the hazards of secondhand smoke and the need for smoke-free policies in multi-unit housing, on college campuses, and on beaches and piers by developing communication kits and appropriate smoke-free signage, and by conducting message training for three DHS-funded task forces.	<p>4.1 Work with community members and three DHS-funded task forces to identify issues.</p> <p>4.2 In conjunction with task forces, develop media messages, smoke-free signage and three communication kits that are consistent as well as culturally and linguistically appropriate.</p> <p>4.3 Conduct three focus groups with community members, to determine appropriateness of the messages, signage and communication kits.</p> <p>4.4 Distribute communication kits to task forces and conduct three message trainings.</p> <p>4.5 Meet with task forces to discuss effectiveness of media messages, signage and communication kits.</p>	<p>Month 1</p> <p>Months 1-2</p> <p>Month 2</p> <p>Month 3</p> <p>Months 4-5</p>	<p>Meeting attendance and notes will be kept on file.</p> <p>Communication kits, media messages and signage will be submitted to DHS for approval. Copies will be kept on file.</p> <p>Focus group reports will be kept on file.</p> <p>Training agendas and educational materials will be submitted to DHS for approval and kept on file.</p> <p>Meeting attendance and notes will be kept on file.</p>

# RON ROGERS & ASSOCIATES

July 1, 2006 through June 30, 2007

## SCHEDULE 4

<b>Public Relations Activities</b>	
Hourly Fees*	\$109,000.00
Media Production and Placement	\$42,000.00
Vendor Services	\$10,000.00
Materials	\$20,000.00
Training/Technical Support and Assistance	\$14,000.00
Communication, Postage, Mileage, Other Expenses	\$5,000.00
<b>TOTAL BUDGET</b>	<b>\$200,000.00</b>

\*Hourly fees are for: 1) creating and overseeing implementation of events/promotions, 2) initiating and managing subcontracts, 3) developing public relations stories, and 4) processing invoices, reports and other administrative requirements. These hourly fees are negotiated based on industry standards in an effort to obtain fee uniformity among all media contractors. No less than 85% of these hourly fees will be devoted strictly to program implementation and public relations.

\*\*Industry standard media purchasing commission of 15% included in total